



**Franklin County Board of County Commissioners
Employee Handbook**

EMPLOYEES' ACKNOWLEDGMENT OF RECEIPT

THE BOARD OF COMMISSIONERS'
EMPLOYEE HANDBOOK

AND

THE OHIO ETHICS LAWS AND RELATED STATUTES

AND

INTERNET, E-MAIL AND ON-LINE SERVICES POLICY

I acknowledge receipt of the Board of Commissioners' Employee Handbook, a copy of the Ohio Ethics Laws and related statutes, and a copy of the Internet, E-Mail and On-Line Service Policy. I understand that it is my responsibility to familiarize myself with the contents of the Personnel Policies and Procedures Handbook, the Ohio Ethics Laws and related statutes, and the Internet, E-Mail and On-Line Services Policy.

I also understand that this Board of Commissioners' Employee Handbook does not constitute a contract of employment, oral or written. I also understand that the Board of Commissioners' reserves the right to change the policies and procedures set forth in this Employee Handbook at any time, either with or without notice, and that the changes can be made either in writing or orally.

Print Name

Employee's Signature

Date

Employee's Social Security Number

May 11, 2005



Franklin County Board of County Commissioners Employee Handbook

April 19, 2001

TO: Current/Newly Hired Employees

RE: Board of Commissioners Employee Handbook

The Franklin County Department of Human Resources, with assistance from the Board of Commissioners' Agency Directors, has prepared this Employee Handbook as a guideline and reference for all Board of Commissioners' agencies.

The policies and procedures in this handbook have been compiled to provide information regarding employment with the Board of Commissioners, Ohio Civil Service Laws, Administrative Rules, and Federal and State Laws. These policies and procedures are subject to change but shall not amend or modify federal or state laws. Further, these policies and procedures do not create a contract of employment.

Please do not consider this handbook your only source of information. Every employee should make every effort to learn as much as possible about their own agency's policies, procedures and work rules. If you still have questions after reading this handbook, please do not hesitate to ask your supervisor or the Human Resources Department staff. The Board of Commissioners and their staff will continue to strive to keep you updated on new policies and benefits.

William J. Flaherty
Director, Human Resources

May 11, 2005



Franklin County Board of County Commissioners Employee Handbook

Introduction

The Franklin County Employee Handbook provides guidance on numerous issues involved in personnel administration. This handbook will assist managers, supervisors and employees in making sound, consistent decisions.

The information contained in this handbook is presented for all employees of the Board of Commissioners. These are the County's policies, benefits and rules of conduct for employees. All non-bargaining unit employees are governed by this handbook. However, some bargaining unit employees are governed by both their collective bargaining agreement and this handbook, while others are governed solely by the policies in their collective bargaining agreement. In all cases, the collective bargaining agreement is the primary source of policies, benefits and regulations for those employees in the affected bargaining unit. If you are in a bargaining unit position, please refer to your collective bargaining agreement or contact your department director to see how these policies apply to you.

This handbook may not cover all County policies or practices in detail, but rather it attempts to give you an overall understanding of operating policies in Franklin County. The benefits, policies and practices discussed in this booklet are, therefore, subject to change. For specific details regarding any particular personnel practice or procedure, see your Supervisor or contact the Human Resources Department.

We look forward to a mutually rewarding relationship with you as an employee of the County. We want you to know that you have been selected, not only for your qualifications and capabilities, but because we expect that you will be a professional and assume the responsibilities that go with your job. Mutual professionalism, cooperation and assistance among all employees will bring about the continued respect of the people we serve.

Sincerely,

FRANKLIN COUNTY BOARD OF COMMISSIONERS
FRANKLIN COUNTY, OHIO

Mary Jo Kilroy, President

Dewey R. Stokes

Paula Brooks



Franklin County Board of County Commissioners Employee Handbook

Table of Contents

<u>Topic</u>	<u>Page</u>
Accident and Injury Reporting	4
Alcohol and Drug Policy	4
Americans with Disabilities Act (ADA)	5
Appointment Categories.....	6
Attendance and Punctuality	8
Change of Employee Information	9
Classifications/County.....	9
Commendations	10
Compensation Administration	10
Court Leave/Personnel Board of Review.....	10
Disability Separation/Retirement/Reinstatement	11
Discipline	13
Dress Code	16
Employee Assistance Program	16
Employment Referrals/Nepotism	17
Equal Employment Opportunity	17
Equipment	17
Ethics.....	18
Family and Medical Leave of Absence	18
Grievance.....	20
Holidays.....	21
Hours of Work	22
Insurance Benefits	22
Layoff/Position Abolishment/Recall.....	23
Leave of Absence without Pay.....	24
Maternity Leave.....	27
Military Leave	27
Orientation.....	28
Outside Employment.....	28
Overtime and Compensatory Time	28
Payday	29
Personnel Files	29
Prior Service Credit.....	30
Probation	30
Promotions/Transfers.....	30
Resignation/Termination	31
Retirement Plan	32
Rules on Smoking.....	32
Safety.....	33
Sexual Harassment.....	33
Sick Leave.....	34
Sick Leave Conversion/Wellness Incentive Program	37
Sick Leave Conversion Upon Separation	38
Solicitation and Distribution of Materials	39
Time Records.....	39
Training.....	39



**Franklin County Board of County Commissioners
Employee Handbook**

Travel	40
Tuition Reimbursement.....	43
Vacation	45
Vehicle Use	47
Weather.....	47
Workplace Violence	48
 A Final Word.....	 53
Attachments.....	54



Franklin County Board of County Commissioners Employee Handbook

ACCIDENT AND INJURY REPORTING

If an employee has an accident or is injured during the course of and arising out of employment with the County, he/she should seek immediate first aid treatment. The slightest injury can become serious if not cared for properly. After treatment, the incident must be reported in writing to the employee's supervisor. Employees are responsible for informing and updating their supervisor of the expected return to work date.

All County employees are covered by Workers' Compensation for injuries or occupational diseases occurring in the course of and arising out of their employment.

What to do if you become injured during the course of and arising out of employment with the County.

1. If an employee has an accident or is injured during the course of and arising out of employment, he/she should seek immediate medical attention as warranted. The employee or a co-worker can request paramedic assistance from the Columbus Fire Department by dialing 6000 or 9-911.
2. The employee shall report the accident and injury to his/her supervisor as soon as possible. Normally, the employee shall report the injury and complete the accident report on the same day as the accident, but no later than 48 hours following the accident, unless the employee is physically incapable of reporting the accident.
3. The employee, or his/her supervisor in the case of an incapacitating injury, shall complete the County Accident Report Form for Injured Employees (ARFIE-97) (Appendix I). The form should be submitted to the employee's immediate supervisor as soon as possible. Normally, the Report should be completed on the same day of the accident, but no later than one week following the injury, unless the employee is physically incapable of relating the incident. Accident forms are available from the employee's agency Payroll Clerk.

ALCOHOL AND DRUG POLICY

The unlawful manufacture, dispensation, possession, use, sale, purchase, or transfer of alcohol, illegal or controlled substances, narcotics, or prescription drugs not medically authorized, during work hours, while on County property or off County property while in the performance of County business, will be cause for disciplinary action up to and including removal for a first offense.

Any employee with alcohol, illegal substances, narcotics, harmful intoxicants or prescription drugs not medically authorized in one's system during work hours, while one is in the course and scope of County employment, while on County property or off County property while in the performance of County business, constitutes grounds for disciplinary action up to and including removal for a first offense.

As a condition of employment, all employees shall abide by the terms of this Alcohol and Drug Policy and shall notify the County of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. The County shall, consistent with the requirements of the Federal Drug-Free Workplace Act, notify any federal granting agency of such conviction within 10 calendar days after receiving notice from an employee of such conviction. With respect to any employee who is so convicted, the County shall, within 30 calendar days of receiving notification of such conviction, take



Franklin County Board of County Commissioners Employee Handbook

appropriate personnel action against such an employee, up to and including removal, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

The County shall establish a drug-free awareness program that will inform employees of (1) the dangers of alcohol and drug use in the workplace and the County's intent to maintain an alcohol-free and drug-free workplace; (2) the County's Alcohol and Drug Policy; (3) the availability of treatment and counseling for employees who voluntarily seek such assistance; and (4) the sanctions the County will impose for violations of its Alcohol and Drug Policy.

If the County has reasonable suspicion to believe that alcohol, illegal substances, narcotics, harmful intoxicants, or prescription drugs not medically authorized are present in an employee's system during work hours, while one is in the course and scope of County employment, while on County property or off County property while in the performance of County business, the County may require the suspect employee to submit to a testing procedure to determine the presence of suspected substances.

In order to provide a safe and secure workplace, the County has adopted the Employee Assistance Program (EAP) to help employees with issues of substance abuse before it results in disciplinary action. The EAP as outlined in this Manual is available for any full time County employee. Employees are encouraged to participate voluntarily in the EAP with the goal of eliminating substance abuse in the workplace.

An employee may be tested following a work-related accident or safety violation. For purposes of this policy, an employee shall be deemed to have been involved in a work-related accident if they are injured and obtain outside medical attention or causes the injury of another person who obtains outside medical attention or causes major damage to any property during work hours on County property or off County property while in the performance of County business.

An employee who is using either a prescription drug or over-the-counter drug, whether or not prescribed by a physician for a medical condition, which is known or publicized as possibly impairing judgment, coordination, or other senses important to the safe and productive performance of work, shall be required to notify their supervisor of such use prior to starting work. A decision will then be made as to whether the employee will be permitted to work, and any necessary work restrictions will be imposed.

If the employee is uncertain as to the potential effects of a particular medication, it shall be that employee's responsibility to consult with a physician or pharmacist as to its potential effects. If an employee fails to notify their superior that they are using a prescription drug or over-the-counter drug and the employee displays the same conduct, appearance, or physical attributes that suggest that the employee is "under the influence," that employee shall be subject to disciplinary action up to and including removal for a first offence.

Employees who are licensed commercial drivers' license (CDL) holders and who perform "safety sensitive functions," as defined under the United States Department of Transportation (US DOT) are covered by the County Commissioner's US DOT Drug and Alcohol Testing Policy. This policy requires reasonable suspicion, random, post-accident, return-to-duty and follow up testing for drugs and alcohol.

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) GRIEVANCE PROCEDURE



Franklin County Board of County Commissioners Employee Handbook

The Board of Commissioners wants to ensure prompt and equitable resolution of any and all complaints regarding structural barriers, access to programs, services, benefits and employment governed by the Commissioners.

Individuals who feel they have been discriminated against due to a disability are encouraged to initially make an informal ADA request for accommodations to his/her supervisor or agency management. Many matters can be handled at the agency level.

If the ADA request for accommodation is not resolved at the agency level, then the aggrieved individual (the grievant), or group of individuals, must submit the grievance in writing within fifteen (15) working days of the alleged discrimination to one of the two below listed designated ADA Coordinators.

However, individuals have the right to file a complaint in either a court of law or with a designated federal agency with 180 days of the alleged discrimination.

Step I

The aggrieved individual (the grievant), or group of individuals, must submit the grievance in writing within fifteen (15) working days of the alleged discrimination to one of the two designated ADA Coordinators.

Submit written complaints concerning structural barriers to Director of Public Facilities, ADA Coordinator – Facilities, Franklin County Public Facilities Management, 373 South High Street, Columbus, Ohio 43215-4592. The phone number is 462-3800.

Submit written complaints concerning access to programs, services, benefits or application for employment to Director of Human Resources, ADA Coordinator – Programs and Employment, Board of Commissioners, Human Resources Department, 373 South High Street, 25th Floor, Columbus, Ohio 43215-4543. The phone number is 462-6224.

The grievance must contain the grievant's name, address and phone number. The aggrieved person has the right to have persons of his/her choice present during any discussion with the respective ADA Coordinator. The ADA Coordinator will reply in writing to the grievant within ten (10) working days.

Step II

If the grievant is not satisfied with the Coordinator's response, he/she may forward the claim to the Deputy County Administrator, Board of Commissioners, 373 South High Street, 26th Floor, Columbus, Ohio 43215 within ten (10) working days following receipt of the Coordinator's response. The Deputy County Administrator will convene an ADA Committee comprised of the relevant ADA Coordinator, the Agency Director, and the Deputy County Administrator. The ADA Committee will review the complaint and recommend action to the County Administrator within ten (10) working days of the meeting. The County Administrator will then provide the final decision to the grievant within ten (10) working days.

A record will be maintained of all actions taken on each step of the grievance.

APPOINTMENT CATEGORIES



Franklin County Board of County Commissioners Employee Handbook

Appointment to a County position will be made by the Board of Commissioners, the County's Appointing Authorities. Appointments generally will be one of three different types: regular, temporary or seasonal as defined below.

Regular Appointment

A regular appointment is made without time limit on the length of employment as long as the employee's job performance is deemed satisfactory, after the successful completion of a probationary period. Certain positions, however, may be designated in accordance with ORC 124.11, as unclassified. Employees in unclassified positions work at the pleasure of the appointing authority and can be removed from their position at any time by the Board of Commissioners.

Temporary Appointment

A temporary appointment is made to fill a temporary position or a permanent position, which is temporarily vacant. This type of appointment is also governed by a probationary period.

Seasonal Appointment

This type of appointment is made to a position, which is filled only at certain busy periods, which occur regularly.

Student help positions such as college interns, co-ops are unclassified.

Other Types of Appointments

Interim Appointments:

Interim appointments are temporary appointments made for an indefinite period of time, which shall be fixed by the length of the absence of an employee due to sickness, or disability or other approved leave of absence. External interim appointments are unclassified and are not included in any layoff process. Interim appointments may be either full-time or part-time; are not eligible for promotion, transfer, or reinstatement; may be terminated at any time prior to the ending date of the appointment; will not serve a probationary period and the period of interim service will not be counted as part of a probationary period

Intermittent Appointments:

Intermittent appointments shall be made to positions that require an employee to work on a continuing irregular or "on-call" basis. Intermittent appointments are unclassified and are not included in the layoff process.

Regular Part-time Appointments:

A regular part-time appointment shall be made where the individual works a consistent number of hours but fewer than forty (40) hours per week (or other standard accepted as full-time). Hours of service must total at least 520 hours annually.



Franklin County Board of County Commissioners Employee Handbook

A regular part-time employee shall serve a probationary period on the same basis as a regular full-time employee.

Seasonal Appointments:

Seasonal appointments are made when the nature of the work is such that service is not continuous throughout the year but recurs in each successive calendar year.

Temporary Appointments:

Temporary appointments are made for a specific purpose, not to exceed six (6) months. Temporary appointments are unclassified and are not included in the layoff procedures. For appointment of a current employee to a temporary work level, employees will retain their current civil service status (classified or unclassified).

The period of temporary service will not count as part of a probationary period in instances of an appointment to a full-time permanent position. Temporary appointments may be either full-time or part-time. A temporary appointment may be terminated at any time prior to the ending date of the appointment.

Benefits

Sick Leave: Sick leave shall be accrued at the rate of 4.6 hours for every eighty (80) hours in active pay status.

Holidays: Interim and intermittent appointments do not receive holiday pay unless required to work on the holiday. Regular, part-time, and seasonal employees receive holiday for that portion of the holiday they are normally scheduled to work. Temporary employees do not receive holiday pay unless required to work on a holiday.

FICA (Medicare): Employees are required to participate in FICA (Medicare). Employee participation is 1.45 percent of gross wages.

ATTENDANCE AND PUNCTUALITY

A good attendance record is essential for effective performance and productivity. Unnecessary absenteeism and tardiness are expensive, disruptive, and place an unfair burden on other employees and the supervisor.

Employees are expected to report for work on time. A grace period of six (6) minutes from the shift starting time will be allowed without reprimand, unless repeated abuse occurs. Punctuality is a way of judging the employee's conscientiousness and work attitude.

Employees who are unable to report for work for any reason must notify their supervisor or designee, on each day that they are unable to work, no later than one hour after their shift starts.

Employees failing to report an absence or who are absent from work without prior approval will be considered absent without leave (AWOL) and subject to disciplinary action in addition to being placed in non-pay status for the period of the absence as a result of failing to comply with this section.



Franklin County Board of County Commissioners Employee Handbook

Employees failing to properly notify their Supervisor or designee within one hour after their shift starting time, or other notification period as established by their agency, will be recorded as an unreported absence for that day.

Unsatisfactory attendance, three (3) consecutive days of unreported absences, and absences without authorized leave (AWOL) will result in disciplinary action up to and including removal.

The employee should provide the following information providing notification of an absence:

- The specific nature of absence;
- How long the employee will be off or delayed;
- Where the employee can be contacted by telephone;
- Any other needed information.

It is the employee's responsibility to do the following:

To report off work each day of absence in a timely manner unless previously approved for an authorized leave of absence or otherwise notified by the supervisor.

Provide documentation of the nature of the absence upon request. Absences will be considered unauthorized if documentation is unsatisfactory.

CHANGE OF EMPLOYEE INFORMATION

In order to maintain current employee records, it is the employee's responsibility to notify the Agency/Department within seven (7) days of any changes. The Agency/Department will then notify the Human Resources Department.

These changes should include:

- Name
- Address
- Telephone number
- Person to notify in case of emergency
- Marital status
- Beneficiary designations
- Addition or deletion of dependents



Franklin County Board of County Commissioners Employee Handbook

CLASSIFICATIONS/COUNTY

Franklin County positions are assigned to a job classification.

A classification specification is assigned a unique title in the classification system.

A classification specification includes the following general job description information:

Major worker characteristics are knowledge, skills and abilities necessary to perform the functions described in each assignment;

The approximate percentage of time that the employee performs in each task;

Minimum class requirements, or qualifications, expressed in terms of specific coursework, certifications/degrees, registrations and experience;

Every job classification is assigned a classification code number, which appears on the classification specification.

The Human Resources Department is responsible for developing, implementing and administering the classification system. This would include analyzing positions, determining classification titles, writing and revising classification specifications, evaluating classifications and maintaining position control rosters.

In the event of a vacancy, reorganization, or whenever circumstances deem necessary, a job may be reviewed for reclassification.

COMMENDATIONS

Evidence of an employee's exceptional performance of duty, demonstrating an outstanding accomplishment, should be submitted in writing to the employee's director. A brief but thorough description of the accomplishment, in letter form, may be placed in the employee's file for present and future purposes. Dates, places, and names of recommending officials should be included in the commendation letter. An employee should be given notice of the commendation letter.

COMPENSATION ADMINISTRATION

It is the policy of the Board of Commissioners' to pay compensation that is nondiscriminatory, competitive, and based on an employee's performance. Additionally, all compensation policy decisions must take into consideration the County's overall financial condition and competitive position.

The Human Resources Department is responsible for coordinating the internal review of all compensation and making sure that each job is evaluated and assigned a job grade and salary range in accordance with the established compensation pay structure.

Compensation for bargaining unit employees is governed by provisions of the collective bargaining agreement.

Franklin County Board of County Commissioners Employee Handbook

COURT LEAVE/PERSONNEL BOARD OF REVIEW

Eligibility – employees shall honor subpoenas issued to them.

An employee subpoenaed for court duty will be granted time away from the job with pay under the following conditions:

The employee is summoned for jury duty;

The employee is subpoenaed to appear in court as a witness in a matter to which he/she is not a party to the action and/or has no material interest in the outcome of the lawsuit.

Compensation

All compensation received for service performed during an employee's normal working hours for jury duty or court attendance compelled by subpoena shall be remitted to Franklin County through his/her supervisor.

Upon completing court duty, the employee must immediately return to work. If the employee is dismissed before one's work shift is completed, the employee must return to work.

Employee Request For Leave

Upon receipt of a subpoena, the employee shall contact his/her supervisor and complete the "Request for Leave" form indicating the dates for which court leave and/or jury duty will be necessary. A copy of the subpoena should be attached to the "Request for Leave" form.

Upon completing duty, the employee must return to work. Attendance at such hearings does not necessarily relieve the employee for the full work shift. If the employee can be reasonably expected to leave work in time to reach the hearing or return to work following the hearing, he/she is expected to do so. For instance, if the employee does not have to report for jury/court duty until 12:00 noon or after, the employee must work the normal morning schedule. If an employee is released from service prior to or at 12:00 noon, the employee is expected to work the afternoon schedule. Any day the employee is not required to appear as a potential juror/witness, he/she must report to work.

Personal Court Appearances

Employees appearing before a court in a matter in which the employee is a party and/or has a material interest in the outcome of the lawsuit shall not be paid for time off from work but can be granted vacation or comp time, if available.

"Personal business" is described as matters such as traffic court, divorce proceedings, custody hearings, appearing as directed with a juvenile, etc. The employee may apply for vacation or comp time in these circumstances.

Personnel Board of Review



Franklin County Board of County Commissioners Employee Handbook

Employees, not on unpaid leave, will be paid for time they are absent from their jobs to appear before the Personnel Board of Review if they are parties to the action or are subpoenaed as a witness.

DISABILITY SEPARATION/RETIREMENT/REINSTATEMENT

If an employee is unable to perform the essential duties of his/her position due to a disabling illness or injury and has exhausted paid and unpaid leave, the employee may request of the Agency Director to be placed on a leave of absence, disability separation, or may apply to PERS for a disability retirement if the person otherwise qualifies for disability retirement through PERS.

Leave of Absence (normally less than six (6) months)

A leave of absence without pay may be granted with approval by the Board of Commissioners for a period of up to six (6) months if the employee can provide documentation from his/her physician and a date when he/she will be able to return to work within the six (6) months.

Disability Separation (Voluntary or Employee Initiated)

A voluntary disability separation may be requested by the employee in situations where the disabling illness or injury causes the employee to be unable to perform the essential duties of his/her position for an indefinite period of time.

Disability Separation (Involuntary or Agency Initiated)

An involuntary disability separation may be initiated by the Agency in situations where the employee fails to request a voluntary disability separation. Involuntary disability separations may require sending the employee for a medical examination if satisfactory medical documentation is not available and conducting a hearing prior to placing the employee on an involuntary disability separation.

Disability Retirement

Employees must make application to and meet requirements established by PERS for a disability retirement. If applying for PERS disability retirement, the employee must keep the Agency Director advised as to his/her status within the process.

Medical Certification

Before being placed on a leave of absence or disability separation, satisfactory medical documentation of the disabling illness or injury must be submitted to the employee's agency director.

Duration

Franklin County Board of County Commissioners Employee Handbook

An employee can remain on a disability separation for a maximum of three (3) years from the date the leave actually commenced and retain reinstatement eligibility.

An employee can remain on a disability retirement through PERS for a maximum of five (5) years and retain reinstatement eligibility.

Disability Notification

Employees will be notified of reinstatement procedures for a disability separation at the time of separation.

Reinstatement

An employee may be reinstated from a disability separation to a position in the classification he/she held at separation or to a similar classification at any time within the three (3) year period by making a written request.

Requests for reinstatement must include satisfactory medical documentation that the employee is able to return to work and perform the essential duties of the position with or without reasonable accommodations.

DISCIPLINE

If disciplinary action becomes necessary, generally the principles of progressive discipline will be followed for "classified" employees. Employees in "unclassified" positions as designated by the Board of Commissioners serve at the pleasure of the Board of Commissioners and are not subject to the progressive discipline steps as outlined below. Such unclassified employees can be removed from their positions at any time upon approval by the Board of Commissioners.

However, certain offenses, by their nature, may be severe enough to require immediate termination.

1. Examples of such offenses are, but not limited to:

1. Refusal to be searched or have packages or personal property examined by security personnel or law enforcement officials where there is reasonable cause for a search, or removal of any property from county premises which does not belong to the employee.
2. Supplying false or misleading information or withholding pertinent information when applying for employment, or at any time during your employment with the County.
3. Possessing dangerous or deadly weapons on County property, or while off County property in the performance of County duties, unless authorized to possess the weapon.
4. Theft (unauthorized removal), misappropriation, or unauthorized possession, (unauthorized storage, transfer or use) of County property/equipment or property/equipment of another employee.

Franklin County Board of County Commissioners Employee Handbook

5. Immoral or indecent conduct, including fighting, dangerous horseplay, use of threatening or abusive language, making indecent remarks or advances or racially or sexually harassing another employee.
 6. Unauthorized possession, consumption, selling or being under the influence of illegal drugs, or alcoholic beverages on working time or while operating County equipment, machinery or vehicles or having the presence in one's system of the above described substances while engaging in the above described activities. Likewise, failure to submit to drug and alcohol testing may subject an employee to removal as discussed in the Drug and Alcohol Policy.
 7. Refusing to obey the direct order of a supervisor (insubordination).
 8. Disrespectful conduct, coercion, intimidation, or threats of any kind against supervisors or fellow employees or the public while on duty, or the use of vulgarity or profanity.
 9. Abusing, defacing or destroying County property, or the property of other employees.
 10. Unauthorized altering, falsifying or destroying County reports or records.
 11. Loitering or sleeping on the job.
 12. Willfully hindering, limiting or sabotaging County, Department or Agency operations or business.
 13. Offering, taking or soliciting a bribe or gratuity in exchange for job preferences, promotion, or performance.
 14. Offering, taking or soliciting a bribe or gratuity in connection with any County negotiation or transaction.
 15. Punching, signing, altering or recording one's own time records for the purpose of creating a false record or defrauding the County, or punching, signing, altering or recording another employee's time record under any circumstances.
 16. Unreported absence from work for three (3) consecutive working days.
 17. Unauthorized use of County property or equipment.
 18. Engaging in illegal gambling while on duty.
 19. Failure to observe established fire and safety rules, or common safety practices; engaging in dangerous or potentially dangerous horseplay; or failure to report any personal injury or accident sustained while in the course and scope of employment.
2. The following is a non-exhaustive list of conduct considered unacceptable which may result in disciplinary action and which, under certain circumstances, may result in termination of employment:

Franklin County Board of County Commissioners Employee Handbook

1. Interfering with or hindering work schedules; failing to work on a shift as scheduled or arranging your own replacement on a shift without permission from your supervisor.
2. Making or publishing false, vicious or malicious statements concerning any employee, supervisor, the County, Agencies or Departments, the County's projects or any other individual directly or indirectly related to the conduct of County business.
3. Excessive absenteeism or tardiness without valid excuse and/or proper notification, or falsely reporting the reason for absence or tardiness.
4. Failure to perform job or work assignments satisfactorily, safely and efficiently.
5. Unauthorized distribution of literature or posting of notices, signs or writings in any form on County premises during the working time and in work areas.
6. Unauthorized solicitation or unauthorized sale or attempted sale of anything in working areas while on working time.
7. Smoking in other than designated areas, or improper disposal of smoking materials.
8. Engaging in activities on County property while on working time which could discredit the County or its employees.
9. Discrimination against a fellow employee because of race, color, age, creed, sex, religious preference, national origin, ancestry, handicap, or any other basis protected by law.
10. Employees are prohibited from accepting, soliciting or using the authority or influence of their position to secure anything of value from a party that is interested in doing business with the Agency with which the employee serves.
11. Lack of good personal appearance, hygiene or cleanliness which interferes with your professionalism or adversely affects the image of Franklin County.
12. Failure to report any conditions of health or safety which might endanger yourself or others.
13. Offenses that are serious enough to warrant recommendation for immediate termination, but extenuating circumstances may cause the supervisor to recommend less harsh disciplinary action.

In order for the County to maintain a desirable standard of employee conduct and level of productivity, certain County policies must be enforced. The agency director, department head, or supervisor has the responsibility of administering disciplinary policies concerning employees within his/her agency or department. Generally, the County follows the concept of progressive discipline. However, some misconduct may justify immediate suspension or dismissal. If a County, Departmental or Agency rule or policy is violated, disciplinary action may be necessary, including the following steps:

An Oral Reprimand (documented) will be conducted with an employee if there is an indication of unsatisfactory work or poor behavior.

Franklin County Board of County Commissioners Employee Handbook

A Written Warning will be given to the employee to let him/her know where he/she has fallen short of the County's standards of conduct. Employees will also be told if their conduct has placed their jobs in jeopardy, and penalties for continued violations will be outlined.

A Three (3) Day Suspension without pay, by the Appointing Authorities.

A Five (5) Day Suspension without pay, by the Appointing Authorities.

Dismissal or Removal with notice of discharge, by the Appointing Authorities.

Note: An appointing authority may require an employee who is suspended to report to work to serve the suspension. An employee serving a "working" suspension in this manner shall continue to be compensated at the employee's regular rate of pay for hours worked. Such disciplinary action shall be recorded in the employee's personnel file in the same manner as other disciplinary actions and has the same effect as a suspension without pay for the purposes of recording progressive disciplinary actions.

Employees in "unclassified" positions as designated by the Board of Commissioners serve at the pleasure of the Board of Commissioners and are not subject to the progressive discipline steps as outlined herein. Such unclassified employees can be removed from their positions at any time upon approval by the Board of Commissioners.

In all cases of reprimand, suspension or removals, the employee shall be issued a copy of a notice of such and shall be informed that the order will be made a part of his/her personnel file. The employee may, at this point, file a response or objection to the disciplinary action(s). This response or objection will be placed in the employee's personnel file. The employee will be asked to sign any disciplinary notice, as proof that he/she actually received the notice.

DRESS CODE

Cleanliness and neatness should prevail in determining what attire is acceptable dress for business. It is expected that common sense and good judgment will be exercised and that a professional attitude regarding dress will be maintained.

Different work assignments will allow a certain amount of flexibility. However, it should be understood that those employees who regularly have client and community contact will consistently dress in a businesslike manner.

It is the responsibility of each supervisor to oversee acceptable dress by his/her staff. The Agency Director or designee will make the final decision in determining whether an employee is appropriately dressed.

EMPLOYEE ASSISTANCE PROGRAM

Franklin County provides an Employee Assistance Program (EAP) to assist its employees in coping with major personal problems that may adversely affect attendance and job performance. This program is available to all permanent, full-time Franklin County employees and their eligible dependents.



Franklin County Board of County Commissioners Employee Handbook

All records, consultations and information pertaining to an employee's or their dependent's involvement with the Employee Assistance Program shall be held in strict confidence (within the limits of the law). No EAP records or information shall be kept as part of the employee's personnel file.

An employee's normal involvement with the EAP provider shall be on a voluntary basis, and generally such normal involvement will not jeopardize any employee's job security or promotional opportunities.

In situations where employees may present a high risk to themselves or others, a formal referral to the EAP to determine the employee's fitness for duty may occur. Employee's refusing or failing to attend an EAP appointment under a high-risk fitness for duty situation will be subject to disciplinary action up to and including discharge.

The functions of the EAP shall be:

- To facilitate the early identification of job performance problems which may be caused by personal problems;

- To motivate troubled employees and eligible dependents to seek and accept professional assistance as early as possible;

- To assess the nature and scope of employee problems;

- To develop and recommend intervention plans for resolving assessed problems;

- To provide confidential and professional services for the resolution of personal problems and to refer to selected community resources for the delivery of needed specialized and/or long-term services;

- To follow-up on the progress of employee or eligible dependent(s) in delivered services and assure satisfactory problem resolution.

Franklin County recognizes that assisting employees in managing their personal problems is vital to establishing and maintaining sound work relationships. It is also vital that all employees perform their work responsibilities at acceptable levels.

The Employee Assistance Program phone number is (614) 251-8242 or 1-800-227-3256 should you have questions or need further information.

EMPLOYMENT REFERRALS/NEPOTISM

The County seeks qualified individuals to fill all positions. Prospective employees should be referred to the Human Resources Department for consideration.

The hiring of an employee's relative is permitted provided the individual possesses the requisite qualifications for employment.

Related persons will not be employed in the same department or agency. Related persons will not be placed in areas which require someone to direct, review, or process the work of his/her relative.



Franklin County Board of County Commissioners Employee Handbook

Employees who marry or become members of the same household may continue employment in the same agency as long as there is not:

A direct or indirect supervisor/subordinate relationship between the employees; or

An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the agency will attempt to find a suitable position within the agency to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

EQUAL EMPLOYMENT OPPORTUNITY

The Franklin County Board of Commissioners is an equal opportunity employer, operating in accordance with all applicable federal and state laws, rules and regulations. It is the policy of Franklin County to provide equality of opportunity to all persons without regard to race, color, national origin, religion, sex, age, military status, or disability which can be reasonably accommodated. This policy applies to all terms, conditions, and privileges of employment and all policies of the Board of Commissioners.

Employees can obtain a copy of the Franklin County Board of Commissioners' Equal Employment Opportunity Plan by contacting the Department of Human Resources, 373 South High Street, 25th Floor, Columbus, Ohio 43215 during normal working hours.

EQUIPMENT

Employees must take care of all County equipment entrusted to them. Negligence or carelessness resulting in loss or damage to work product information, computer programs, substandard work, loss or damage of equipment, or wasting of materials or supplies may result in disciplinary action up to and including discharge. Employees may be required to repay the fair market value of the lost or damaged equipment or product information.

Employees of some agencies or divisions may be issued identification cards, uniforms, equipment and/or keys. All employees must sign a form noting receipt of the supplies and equipment issued to them. All requests for replacement equipment or supplies must be accompanied by the item to be replaced unless this provision is waived by the agency or department for which you work. In addition, employees must return all County property in their possession at the time their employment is voluntarily or involuntarily terminated.

Employee should not unreasonably use County communications services and equipment for personal purposes except in emergencies or when extenuating circumstances warrant it. When personal use is unavoidable, employees must report any user charges and reimburse the county for them. However, whenever possible, personal communications that incur user charges should be placed on a collect basis or charged directly to the employee's personal credit card or account.

Use of the Internet, electronic mail, and other on-line services are governed by the policy established by the Franklin County Automatic Data Processing Board (See Attachment).

Franklin County Board of County Commissioners Employee Handbook

Improper use of County communications services and equipment will result in disciplinary action, up to and including discharge. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

ETHICS

It is the policy of the Board of Commissioners to conduct the business of Franklin County in an ethical manner according to the Ohio Ethics Laws and related statutes found in Chapter 102 and Sections 2921.42, 2921.421, and 2921.43 of the Ohio Revised Code,

It is the responsibility of all Franklin County employees to perform their duties in an ethical manner and to familiarize themselves with the Ohio Ethics Law and related statutes included in this handbook (See Attachment).

FAMILY AND MEDICAL LEAVE OF ABSENCE

A family or medical leave of absence may be granted to an employee if they have worked for a Commissioners' agency for at least twelve (12) months and for 1,250 hours over the previous twelve (12) months and otherwise qualifies for the leave under the current applicable federal law and the rules and regulations promulgated thereunder.

Upon request, an employee may take a medical or family leave of absence of up to 12 weeks during a 12-month period (which begins the date his/her first leave of absence begins) for the following reasons:

- the birth of a child and to care for the baby;

- the placement of a child for adoption or foster care (the employee may take either of these two types of leave up to 12 months from the date of the birth or placement);

- to care for the employee's spouse, child or parent with a serious health condition; and

- a serious health condition that makes the employee unable to work.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility, or continuing treatment by a state licensed health care provider for more than three (3) calendar days.

With respect to family members, the term is intended to cover conditions or illnesses that require continuing treatment by a state licensed health care provider and affects the health of a family member so that he/she is or is expected to be unable to participate in school or in his/her regular daily activities for more than three (3) calendar days.

An employee must submit a request for a leave of absence at least thirty (30) days in advance of the leave when the leave is foreseeable. When such leave is unforeseeable, the employee must submit a request for leave of absence as soon as practicable. A "Certification of Physician or Practitioner" form



Franklin County Board of County Commissioners Employee Handbook

must accompany any request for a medical or family leave taken under the FMLA for the serious health condition and/or leave to care for the serious health condition of the employee's spouse, child or parent. The Agency Director may require a second or third opinion at Franklin County's expense. If the first and second opinion conflict, Franklin County and the employee shall mutually select a physician to provide a third opinion. The third opinion shall be at Franklin County's expense. This opinion shall be binding on Franklin County and the employee.

An employee must substitute any of the employee's accrued paid vacation, personal, or sick leave for any part of the twelve (12) week leave taken under FMLA because of a serious health condition of the employee or the employee's family member. An employee must substitute any of the employee's accrued paid vacation or personal leave for any part of the twelve (12) week leave taken under FMLA because of the birth, placement, or adoption of a child. If the employee does not have enough accrued leave time to cover the absence, he/she may apply for leave without pay necessary to complete the twelve (12) weeks allowed. If the employee has more than twelve (12) weeks of accrued sick and/or vacation time, he/she may use that leave time to take an additional leave of absence subject to Sick Leave Usage and Wellness Incentive, Vacation Leave, and Conversion of Accumulated Unused Vacation Leave Credit to Cash. However, unpaid leave may be extended beyond the twelve (12) weeks only upon written recommendation of the Agency Director and with the approval of the Board of Commissioners. Upon the employee's return from an approved FMLA leave, the employee will be reinstated in his/her former position or an equivalent position.

When an employee who has taken FMLA leave due to his/her own serious health condition returns to work from a medical leave, he/she must provide a fitness for duty document from his/her physician or practitioner specifying that the employee can perform his/her duties.

For the duration of family or medical leave under the FMLA Franklin County will maintain the employee's health coverage under any "group health plan" under the same circumstances and costs to employees that coverage would have been provided if the employee would have been working and had not taken leave. The employee will be required to pay back health insurance premiums during an unpaid family or medical leave under the FMLA if the employee does not return to work unless the reason is due to:

The continuation, recurrence, or onset of a serious health condition which would entitle the employee to leave under FMLA.

Other circumstances beyond the employee's control.

Time on an unpaid FMLA leave shall not be counted as time in service for purposes of determining seniority or vacation rights. The employee is responsible for contacting the Public Employees Retirement System (PERS) directly for information on how an unpaid family or medical leave under the FMLA leave is treated as continued service for retirement purposes.

Use of sick leave for legitimate, authorized FMLA leave shall not be counted against sick leave hours used for purposes of the Wellness Incentive Program.

Any part of the Family and Medical Leave Act policy that is subsequently determined to be contrary to law or Department of Labor rules and regulations, will be modified to conform with the law or rules and regulations.

GRIEVANCE



Franklin County Board of County Commissioners Employee Handbook

A grievance is any unresolved question or dispute regarding the conditions of employment, or a disagreement concerning employee relations or working conditions. Employees are encouraged to handle such matters informally through discussions with their supervisors. Only after such efforts have failed should the formal grievance be initiated. The grievance procedure is not a vehicle for appealing disciplinary actions.

Step I

The aggrieved employee or group of employees must present the grievance in writing to the employee's immediate supervisor within ten (10) working days after the occurrence of the act or acts. However, if the grievance is with the immediate supervisor, the grievance should be filed with the next highest level of supervision. The aggrieved employee (the grievant) has the right to have a person of his/her choice present during any discussion with the supervisor about the grievance. The immediate supervisor will reply in writing to the grievant within three (3) working days after the grievance is presented to him/her. Any group grievance, in this Step, shall be presented first to the lowest ranking supervisor common to all employees in the group.

Step II

A grievant whose grievance has not been settled under Step I of this procedure may forward the written grievance to the employee's agency director or department head within three (3) working days following receipt of the Step I answer from the supervisor. The agency director or department head will investigate and make inquiries into the matter of the grievance and provide a written response within five (5) working days.

Step III

If no satisfactory solution is secured in Step II and the grievant desires to pursue the grievance beyond Step II then the grievant shall forward the grievance to the County Administrator or designee within three (3) working days. The County Administrator or his/her designee shall hold a meeting relating to the grievance, within five (5) working days following receipt of the grievance. Both the grievant and the agency director or department head, or their representatives, shall have the right to have available such witnesses as are necessary for the explanation and investigation of the grievance. The County Administrator or his/her designee shall reply to the grievance in writing within seven (7) working days from the date of the meeting under Step III.

The parties may, by mutual agreement, agree to waive or extend the time limits of any step of this grievance procedure.

HOLIDAYS

The following holidays are observed and paid if you are a full-time County employee:

The first day of January (New Year's Day)

The third Monday in January (Martin Luther King Day)

The third Monday in February (President's Day)



Franklin County Board of County Commissioners Employee Handbook

The last Monday in May (Memorial Day)

The fourth day of July (Independence Day)

The first Monday in September (Labor Day)

The second Monday in October (Columbus Day)

The eleventh day in November (Veteran's Day)

The fourth Thursday in November (Thanksgiving Day)

The twenty-fifth day of December (Christmas Day)

Any day designated as a holiday (but not a day of mourning) by the Governor of this State or the President of the United States.

Observance

In the event that any of the aforesaid holidays fall on Saturday, the Friday immediate preceding the actual holiday shall be observed as the holiday.

In the event that any of the aforesaid holidays fall on Sunday, the Monday immediately following the actual holiday shall be observed as the holiday.

Part-time employees shall be paid holiday pay for that portion of any holiday for which they would normally have been scheduled to work.

When an employee who is eligible for overtime compensation is required to work on a day designated as a holiday, he/she shall be entitled to pay for such time worked at one and one-half times the employee's regular rate of pay in addition to holiday pay.

HOURS OF WORK

Forty (40) hours is the normal workweek for full-time employees. Regular office hours are from 8:00 a.m. to 5:00 p.m. each day, Monday through Friday with a one hour unpaid lunch period. However, employees may have different work schedules based on their job assignments. Changes in work schedules may be made to meet the operational needs of the Department or Agency. Unless prior written authorization is obtained, employees will not report to work any earlier than ten (10) minutes prior to start time and leave work no more than ten (10) minutes after the shift ends.

Some Departments or Agencies may have an on-call procedure to cover 24 hour facilities and/or emergencies.



Franklin County Board of County Commissioners Employee Handbook

Employees must check with their supervisor regarding their Department's or Agency's policy.

Each person must take his/her lunch period unless prior arrangements are approved by Agency management.

INSURANCE BENEFITS

The Risk Management Department is responsible for designing, implementing, and administering competitive and comprehensive benefit programs. Each new employee will receive an employee Benefits Packet outlining the scope of healthcare benefits or will be able to access and/or download this information from the County's benefits web page @ www.franklin.co.us. All full time employees are eligible for healthcare benefits beginning thirty (30) calendar days after their date of hire. Coverage includes medical, prescription drug, mental health, chemical dependency, dental, vision and life insurance. These benefits are currently provided to employees, spouses and dependents without any contribution toward the premiums. Dependents are insured until age 19 or age 23, if they are allowed as a federal income tax deduction.

For information concerning insurance coverage, please refer to the employee benefit packet or access the benefits web page @ www.franklin.oh.us

Termination of Employment:

When an employee resigns on or before the 15th of the month, the employee's health coverage will terminate at the end of the current month. When an employee resigns after the 15th of the month, the employee's coverage will terminate at the end of the following month.

Consolidated Omnibus Budget Act (COBRA)

At the time an employee terminates employment, the employee must notify the benefits office, who in turn will offer the employee an opportunity to continue in the County's group plan by paying their own premium for COBRA continuation coverage.

Employees must notify the benefits office when there is a divorce, legal separation or when a child loses dependent status under the Group Health Plan.

Deferred Compensation

Employees may elect to participate in a deferred compensation plan and may choose one or both of two service providers for investment selection and fund administration. Part-time employees may participate in these 457 deferred compensation plans as long as they receive a paycheck. If you are interested in obtaining information about these services, contact the following providers:

The County Commissioners Association of Ohio Deferred Compensation Plan (614) 847-0500.



Franklin County Board of County Commissioners Employee Handbook

The Ohio Public Employers Deferred Compensation Program at their customer toll free number (1-800-Ohio-47).

LAYOFF/POSITION ABOLISHMENT/RECALL

There are times when Franklin County may have to layoff and/or abolish positions due to lack of funds, lack of work, job abolishment or reorganization that affects the efficiency and economic operations of an agency or department. All layoff, position abolishment, and recall rights for non-bargaining unit employees are governed by Chapter 124 of the Ohio Revised Code (ORC), Chapter 123 of the Ohio Administrative Code, and the Franklin County Human Resources Department. Layoff and position abolishment for bargaining unit employees are governed by their respective collective bargaining agreement.

The appointing authority maintains the legal right to layoff from his/her work force whenever a reduction in force is necessary due to:

- lack of work, or;
- lack of funds or projected lack of funds, or;
- job abolishment, or;
- reorganization.

Layoffs shall substantially comply with the requirements specified in Section 124.321-124.328 of the Ohio Revised Code, Ohio Administrative Code 123: 1-41-01 and the procedures outlined in this handbook.

The initial step is to categorize each employee assigned to the selected classification(s) for layoff(s) according to his/her type of appointment. Once this has been accomplished, employees within the selected classification must be laid off by category, in the following order:

Part-time, seasonal, provisional employees in the same classification who have not completed their probationary period.

Part-time, seasonal, provisional employees in the same classification who have completed their probationary period.

Part-time, seasonal, certified employees in the same classification who have not completed their probationary periods.

Part-time, seasonal, certified employees in the same classification who have completed their probationary period.

Full-time, seasonal, provisional employees in the same classification who have not completed their probationary period.

Full-time, seasonal, provisional employees in the same classification who have completed their probationary period.

Franklin County Board of County Commissioners Employee Handbook

Full-time seasonal, certified employees in the same classifications who have not completed their probationary period.

Full-time, seasonal, certified employees in the same classification who have completed their probationary period.

Part-time, permanent, provisional employees in the same classification who have not completed their probationary period.

Part-time, permanent, provisional employees in the same classification who have completed their probationary period.

Part-time, permanent, certified employees in the same classification who have not completed their probationary period.

Part-time, permanent, certified employees in the same classification who have completed their probationary period.

Full-time, permanent, provisional employees in the same classification who have not completed their probationary period.

Full-time, permanent, provisional employees in the same classification who have completed their probationary period.

Full-time permanent, certified employees in the same classification who have not completed their probationary period.

Generally speaking, an employee who has more retention points and a "more full-time permanent" position will be retained in preference to a less senior "more part-time " employee.

LEAVE OF ABSENCE WITHOUT PAY

Leave Without Pay is defined as any absence in which an employee does not or is not able to use another form of leave (e.g., sick leave or vacation). An employee does not have the option to elect Leave Without Pay. All Leaves Without Pay longer than two (2) weeks must be approved by the Board of Commissioners. However, different procedures may apply to Family or Medical Leaves of Absence.

There are two types of Leave Without Pay: authorized and unauthorized.

Authorized Leave Without Pay is reserved for those instances in which, in the judgment of the appointing authority, an exceptional circumstance exists, and permission is granted for the employee to take an authorized Leave Without Pay. In such instances, the time will be deducted from the employee's pay, but will not be grounds for disciplinary action. It is the employee's responsibility to complete a written request on the Request for Leave form and include the reasons and the dates.

Unauthorized Leave Without Pay occurs when an employee's request for Leave Without Pay is not deemed to be an exceptional circumstance and is denied by the appointing authority. In

Franklin County Board of County Commissioners Employee Handbook

cases of Unauthorized Leave Without Pay, time will be deducted from the employee's pay and the Leave Without Pay will be considered grounds for possible disciplinary action.

The Franklin County Board of Commissioners realizes that situations may arise that require an employee to take time off from work. The agency director or department head or his/her designee may recommend to the Board of Commissioners approval for the employee to take a leave of absence without pay for more than two (2) weeks for several reasons: personal, medical, maternity, military, etc., subject to the final approval by the Board of Commissioners. For Leave Without Pay less than two weeks, approval shall be at the discretion of the Agency's Director.

Requests

Any employee may request an unpaid leave of absence.

Requests for leaves of absence without pay must be submitted to the employee's department head or designee if possible, at least two (2) weeks in advance of the leave date.

The request must be on the "Request For Leave" form and shall state reasons for taking leave of absence, dates requested for start of leave and for return to work.

Employees absent without proper authorization are subject to be charged with an unauthorized absence and disciplinary action up to and including dismissal.

Approval Considerations

Approval of leave of absence without pay is at the discretion of the Board of Commissioners. criteria for considering requests for a leave of absence without pay will include the reason, the duration, and the needs of the department and impact on operations.

Duration

A Leave of Absence Without Pay for personal reason may be granted upon request for periods not in excess of twelve (12) weeks at the sole discretion of the Board of Commissioners. Time on such Leave of Absence shall not be counted as time in service for purposes of determining seniority or vacation rights. Such leave may be extended beyond twelve (12) weeks upon written recommendation of the agency director and with the approval of the Board of Commissioners.

Before a leave of absence without pay can be granted the employee shall furnish satisfactory medical proof of illness. If the County requires a medical examination by a physician of the County's selection, the cost of such examination shall be paid by the County.

If an employee cannot return to work within twelve (12) weeks due to the disabling condition, a disability separation will be processed.

Reporting Leaves

The granting of a leave of absence encompassing two (2) weeks or more requires the approval of the Agency Director and the preparation and submission of a personnel action.



Franklin County Board of County Commissioners Employee Handbook

Periods of absence without pay for less than two (2) weeks may not require a personnel action. All such periods, however, do require documentation on the Request for Leave form.

Leave Conditions

Written notice of the conditions under which a leave is granted must be provided to the employee. The notice shall be signed by the employee and a copy of the signed notice shall be placed in the employee's file.

Abuse of Leave

If it is determined that leave is not being used for the purpose for which it was granted, the leave may be cancelled and the employee shall be given written notice to report to work. Abuse of a leave of absence may result in disciplinary action up to and including removal.

Return To Service

A Personnel Action is required when the employee returns or fails to return from leave.

The employee will return to his/her position or to a same or similar classification held prior to the leave. Any replacement in the position while the employee is on leave is to be on a temporary basis.

When leave is granted for a definite period, the employee may be reinstated prior to the expiration of the leave if requested by the employee and agreed to by the employee's supervisor.

When a leave is based upon employee's medical condition, the request for reinstatement shall be accompanied by a physician's release form.

Failure to Return from Leave

Any employee who fails to return within three (3) workdays of the completion or cancellation of a leave, or who fails to properly extend the leave with proper documentation, may be subject to disciplinary action up to and including discharge. It is each employee's responsibility to call the agency and report his/her absence, in a timely manner, on each day that the employee is absent following the leave return to work date if the leave has not been properly extended.

Employee

If an employee requests a leave of absence, the employee must submit a Request For Leave form specifying the effective date, length of leave and reason for the leave to the immediate supervisor, at least two (2) weeks prior to the leave date, if possible.

An extension of a leave must be requested prior to the expiration of the leave.

If the employee fails to report for duty on the first workday following his/her approved leave, the employee will be considered absent and subject to disciplinary action up to and including discharge.

Franklin County Board of County Commissioners Employee Handbook

MATERNITY LEAVE

The law provides that maternity leave shall be treated in the same manner as a short-term disability leave and is also covered under the Family and Medical Leave of Absence Policy and pregnancy leave may run contiguously with Family Medical Leave.

MILITARY LEAVE

A short-term military leave of absence shall be granted to employees for a period not to exceed twenty-two (22) working days in a year. Prior approval for leave must be obtained from the Board of Commissioners and a request for leave must be submitted to the Agency Director and the Board of Commissioners in writing. To qualify for this leave, the employee must show his/her military orders to his/her director prior to reporting for duty.

The employee shall be paid his/her regular rate of pay for this period. For the purpose of computing vacation or sick leave, short-term Military Leave will count as full service with the County.

Extended voluntary military leave without pay shall be granted to the employee upon submittal of military orders prior to the requested leave.

Employees on extended voluntary military leave without pay shall receive seniority for the time spent in the military service. However, vacation credits and sick leave do not accumulate during extended voluntary military leave. Upon returning from such leave and upon making timely application for reemployment, an employee shall be returned to his/her former position or equivalent position of employment and responsibility. Such a returning employee will receive any wage adjustments that the employee would have clearly earned had the employee been in active pay status.

Employees who are called to active military duty beyond the required 22 paid working days in any one calendar year pursuant to an executive order issued by the President of the United States or an act of Congress, shall be granted an active duty military leave of absence and will receive the following:

Payment of wages in the amount of his/her regular wages less whatever amount such employee may receive as military pay.

Such payment will be made to the affected employee from the time short-term military leave of absence with pay is exhausted until the end of each calendar year the employee is still in active status or for the duration of the employee's service in the active military, whichever time period is less.

The employee will not receive payment under this provision if his/her military pay is greater than his/her wages paid by the County.

An employee, who is otherwise eligible for such benefits, shall continue to receive health and life insurance benefits as defined by the County benefits plan for the duration of such employees' active military service under this provision.



Franklin County Board of County Commissioners Employee Handbook

Employees on active duty leave under this provision shall receive seniority for the time spent in active duty. However, vacation credits and sick leave do not accumulate during an active duty leave.

Upon returning from an active duty leave and upon making timely application for reemployment, an employee shall be returned to his/her former position or equivalent position of employment and responsibility. Such a returning employee will receive any wage adjustments that the employee would have clearly earned had the employee been in active pay status.

ORIENTATION

New employees must attend the New Hire Orientation conducted by the Human Resources Department whenever scheduled.

Supervisors will be responsible for the orientation and training of new employees to their work area.

Orientation within the agency should occur within the first two (2) weeks of employment, if possible.

OUTSIDE EMPLOYMENT

An employee may have outside employment if there is no conflict of interest with his/her County employment. Outside employment shall not impair work performance as a County employee.

OVERTIME AND COMPENSATORY TIME

If an employee works more than 40 hours in a work week and is non-exempt under the Fair Labor Standards Act, the employee will be paid overtime at the rate of one-and-one-half times his/her regular straight time base rate plus any supplemental amount. For the purposes of computing overtime, an overtime-eligible employee will receive overtime compensation for hours actually worked in excess of forty (40) hours per workweek. Lunchtime, vacation, sick and paid personal leave are not to be considered as hours worked for computing overtime. All overtime must have prior approval by the agency Director or his/her designee unless circumstances prevent the obtaining of approval.

Nonexempt County employees may, at their election, take compensatory time in lieu of overtime with prior authorization from their agency director or department head, in compliance with the Fair Labor Standards Act and the rules promulgated thereunder. Compensatory time is calculated at the rate of one-and one-half times the regular hours worked in excess of forty (40) hours in a workweek. Compensatory time must be used within 180 days after earning such time. For non-exempt employees, any remaining compensatory time balance will be paid upon the employee's resignation of employment.

It is understood that employees who are exempt under the Fair Labor Standards Act may be required from time to time to work weekends, holidays, and evenings in order to accomplish agency goals and perform their duties. In recognition of this service, this Board has established the following administrative leave policy. Exempt employees are entitled to accumulate and use forty (40) hours of administrative leave annually within a year commencing on January 1 of the year and concluding on December 31 of the same year (hereinafter referred to as the leave accumulation year).



Franklin County Board of County Commissioners Employee Handbook

An exempt employee will earn one (1) hour of administrative leave for each hour worked in excess of eighty (80) hours in a pay period which encompasses 10 working days. Hours worked in excess of eighty (80) hours in a pay period by exempt employees will be recorded in an administrative leave bank. An exempt employee may accumulate up to forty (40) administrative leave hours in a leave accumulation year and may not use more than forty (40) administrative leave hours in a leave accumulation year. Administrative leave can be used for any lawful purpose and may only be taken with approval from the employee's supervisor, as evidenced by an approved Request for Leave form. Accumulated administrative leave can only be taken in consecutive contiguous increments of sixteen (16) hours or less and cannot be used in conjunction with other earned and accumulated leave. Accordingly, if an exempt employee is going to take a leave in excess of sixteen (16) contiguous and consecutive hours, he/she may not use administrative leave.

If an exempt employee does not use all of the administrative leave hours earned in a leave accumulation year, the amount of hours earned, not to exceed forty (40) hours in a leave accumulation year, may be carried over to the next calendar year. However, in any subsequent year, an exempt employee may only utilize a total of forty (40) administrative leave hours in a leave accumulation year. For example, if an eligible employee has earned forty (40) hours in a particular leave accumulation year, but only used twenty (20) hours, that exempt employee will carry twenty (20) hours over into their bank for the following accumulation year. However, he/she can only earn an additional twenty (20) hours administrative leave in that leave accumulation year. Furthermore, earned administrative leave hours, up to the forty (40) hour leave accumulation maximum, must be utilized or lost as no payment or compensation will be paid for hours which are not utilized.

When an exempt employee, for any reason, leaves the employment of the Board of Commissioners, he/she is not entitled to any compensation or payment for any unused administrative leave hours that remain in their bank. Such employees will have their balance revert to zero (0). Should the employee subsequently become re-employed by the Board of Commissioners, their administrative leave balance will start at zero (0). Employees may, however, transfer their administrative leave balance if transferring into another exempt position in a Board of Commissioners' agency or department.

PAYDAY

Employees are normally paid bi-weekly. Deductions from paychecks include federal, state and local income and withholding taxes, contributions to the State of Ohio Public Employees Retirement System and Medicare contributions for employees hired after April 1, 1986. All deductions are itemized on the paycheck stub.

Employees may utilize direct deposit, using the "Authorization Agreement for Automatic Deposits (Credit)/Withdrawals (Debits)" form which is available from the agency's payroll officer.

If any wages are due at the time of termination, the final paycheck will be released on the next scheduled payday for the pay period in which those hours were worked.

PERSONNEL FILES



Franklin County Board of County Commissioners Employee Handbook

An employee may review his/her personnel file at a reasonable time after making a request to review the file. The file will be reviewed in the presence of that employee's supervisor and/or other designated representative of the Department of Human Resources. Personnel files are not to be removed from the Department of Human Resources.

PRIOR SERVICE CREDIT

If an employee was previously employed with any Ohio State, county, or city government agency, he/she may receive credit for prior service as applicable under the Ohio Revised Code.

PROBATION

A probationary period of 120 calendar days for non-exempt employees and a probationary period of 180 calendar days for exempt employees has been established by the Board of Commissioners for all non-bargaining employees. This period will give the employee an opportunity to adequately learn the job and demonstrate his/her ability to perform the job. Bargaining unit employees are governed by provision of their collective bargaining agreement.

All new hires and employees that are promoted into positions will serve a probationary period to assure adequate assessment.

Probationary Removal/Demotion

An employee may be removed or reduced in his/her classification at any time during the employee's probationary period.

PROMOTIONS/TRANSFERS

All qualified employees' applications and resumes will be reviewed for promotions and transfer opportunities.

Promotion:

The act of appointing an employee to a position where the position is a higher classification and higher pay range.

Transfer:

When an employee takes a lateral move in the same classification and the same pay range.

Lateral Classification Change:

When an employee moves from one classification to another classification that is assigned the same pay range.

Reclassification:



Franklin County Board of County Commissioners Employee Handbook

The act of changing the classification of an existing position. The employee, if left in the position, shall be reassigned to the new classification.

Promotions

Employees who complete probation are eligible to apply for promotional opportunities. Employees in a probationary period may only be eligible for promotional opportunities with the mutual agreement between the employee, agency director and the Human Resources Director. However, final approval is under the purview of the Board of Commissioners.

Transfers

Voluntary transfers may take place when the transfer serves in the mutual interest of Franklin County and the transfer applicant. There are two types of transfers, transfer within an agency and transfer between agencies.

Transfer within an Agency

A transfer within an agency is a position change within a classification within the employing agency at the same pay range.

A transfer may be required for the effectiveness and efficiency of the operation of the agency or when an employee wishes to be considered for a vacant position in the same classification.

Transfer Between Agencies

A transfer between Board of Commissioners' agencies is a position change to a different Board of Commissioners' agency. Such transfers will require the employee to serve a new probationary period.

RESIGNATION/TERMINATION

A permanent employee who wishes to leave the service of the County in good standing shall file with the Agency/Department a written resignation giving at least two weeks notice, unless the Agency/Department director consents to a shorter notice.

Without approval of the Board of Commissioners or designee no resignation may be withdrawn by an employee after its submittal.

All property belonging to the County, including but not limited to, all keys, work products, uniforms, I.D. cards and parking passes must be accounted for and returned as soon as practicable, but no later than before the final paycheck is released to the employee following resignation or termination of employment.



Franklin County Board of County Commissioners Employee Handbook

Any employee participating in the tuition reimbursement program who resigns or retires or is discharged for cause must repay the tuition reimbursement paid by the County for courses completed less than two years prior to the date of termination or discharge. The employee will be invoiced for the cost of the tuition reimbursement.

RETIREMENT PLAN

Employees of Franklin County are not covered by Social Security; rather they are required by law to participate in the Ohio Public Employees Retirement system. The Ohio Public Employees Retirement Systems program is entirely independent of the federal social security system.

Employees are required to contribute a percentage of their gross pay, which is deducted each pay period. This amount is more than matched by a contribution from the county. As of 2000, the employee contribution is 8.5% and the county contributes 13.55%. Some employees are governed by their collective bargaining agreement. It should be noted that the employee contribution is a non-taxed item.

An employee's benefit allowance when he/she retires will be based on: his/her final average salary (highest 3 years average); his/her length of public service during which he/she contributed to the Retirement System; and his/her age on his/her last birthday before the effective date of retirement.

Should an employee leave public employment before attaining retirement eligibility, the money contributed into the fund will be returned to you upon your request after a waiting period of ninety (90) days. However, you may choose to leave the money on deposit and draw a monthly benefit when you reach retirement age, if you qualify by having completed a minimum of five (5) years of service under the PERS plan.

All Leave Without Pay may alter an employee's retirement credits and ultimately his/her retirement benefits. Leave Without Pay is not counted toward service under the PERS plan.

If an employee is age 60 and has 5 years of service he/she is eligible to retire. An employee can retire on a lesser benefit, as early as age 55, if he/she has twenty-five (25) years of credit. With thirty (30) years of credit employees may retire at any age with full benefits.

Hospital and medical coverage is provided by PERS for a person with the required ten (10) years-service credits and who is receiving monthly retirement benefits.

Employees, who have questions regarding this program, should call or write the address below. The employee should include his/her Social Security Number in any written inquiries. The address is:

Public Employees Retirement system
277 E. Town Street
Columbus, Ohio 43215



Franklin County Board of County Commissioners Employee Handbook

(614) 466-2085

RULES ON SMOKING

Smoking is prohibited in all County owned buildings and vehicles as a result of the U.S. Environmental Protection Agency study published in 1992 regarding environmental tobacco smoke hazards. Employees violating this policy will be subject to discipline up to and including removal. Franklin County is committed to providing a healthy work environment for all county employees.

SAFETY

It is the policy of the County to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free from recognized hazards as possible. The safety of employees is one of the county's most important concerns.

Employees are expected to comply with all safety and health requirements whether established by the county or by federal, state, or local law.

The county has appointed a Safety Administrator to oversee the county's safety policies and procedures.

Employees should report immediately to their supervisor any safety and health violations, potentially unsafe conditions, or any accidents resulting in injuries to employees or customers. Please refer to the separate injury policy for more details on reporting injuries.

Employees can prevent accidents to themselves and others by being alert and never engaging in horseplay.

Employees should know all county safety rules and precautions required for their job. If employees do not know them, then they should ask their supervisor.

Employees should know where the nearest fire extinguisher is located.

Employees should obey all regulations regarding smoking or open flames.

There are emergency procedures for each building. Contact the immediate supervisor for further details regarding these procedures.

SEXUAL HARASSMENT

It is the policy of the Board of Commissioners to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive or hostile environment.

Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity with special attention paid to the prohibition of sexual harassment. No form of sexual harassment will be tolerated.

Franklin County Board of County Commissioners Employee Handbook

Each supervisor and manager has a responsibility to keep the workplace free from any form of harassment, and in particular, sexual harassment. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

Any sexually harassing or offensive conduct in the workplace, whether committed by supervisor, managers, non-supervisory employees, or non-employees is also prohibited.

Sexual harassment is unwanted, unwelcome, and/or repeated sexual attention, advances, or conduct. This conduct includes, but is not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;

- Verbal harassment of sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;

- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's personal appearance;

- The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;

- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any employee, supervisor, or manager who is found to have violated the sexual harassment policy will be subject to appropriate disciplinary action, up to and including discharge. The County prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about the harassment. However, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including discharge.

Any employee who believes he/she to be victim of sexual harassment, or has knowledge of such action, has a responsibility to report or complain about the situation immediately **or** as soon as possible. The report or complaint, preferably in writing, should be made to the Human Resources Department or the Personnel Administrator/Human Resources Director if the complaint involves the supervisor/department head.

Likewise, any supervisor who has knowledge of sexual harassment is obligated to report it immediately. They should contact their Department Director and the Human Resources Department.

The employee's complaint will be investigated promptly by the Human Resources Department in a professional and expeditious manner and will be kept as reasonably confidential as is permitted by law and the circumstances surrounding the investigation. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

Franklin County Board of County Commissioners Employee Handbook

If it is determined that sexual harassment has taken place, appropriate and corrective disciplinary action, up to and including discharge, will be taken.

SICK LEAVE

The purpose of sick leave is to provide continuing income during periods of illness and recovery. All employees earn sick leave at the rate of 4.6 hours for 80 or more hours while on active pay status in any pay period. The time credit is strictly proportionate to the hours worked in each pay period up to 4.6 hours limitation for any pay period.

Sick leave is charged in minimum of .25 hours. Employees are eligible for sick leave only for days on which they would otherwise have been scheduled to work. Sick leave payment will not exceed the normal workday or work week earnings.

Eligible Uses

Sick leave will be granted to employees, upon approval of the appointing authorities, for the following reasons:

- A. Illness or injury of the employee or a member of the employee's immediate family.

Definition of immediate family:

Mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, legal guardian, or other person who stands in place of a parent (loco parentis).

In the case of a member of the immediate family, sick leave may be authorized when it is justified, but such cases will be carefully investigated.

The supervisor may require a physician's certificate stating that the presence of the employee is necessary to care for the ill person.

Employees who expect to become disabled (i.e., scheduled surgery) at a predictable future date are requested to advise their supervisor as soon as possible for work force planning purposes.

- B. Work-related injury:

An employee who is injured while performing his/her work duties for the county may be eligible for Worker's Compensation benefits. The employee who is eligible for lost time Worker's Compensation temporary total disability benefits may choose to use sick leave or accept Worker's Compensation temporary total disability benefits. An employee cannot collect both sick leave payments and Worker's Compensation temporary total disability benefits for the same time period. However, if an employee chooses to use sick leave, he/she may be eligible for reimbursement of a portion of sick leave hours used during the period(s) for which lost time benefits would have been paid. An employee must apply for this reimbursement within three (3) months of returning to work.

Franklin County Board of County Commissioners Employee Handbook

- C. Death of a member of the employee's immediate family.
- D. Medical, dental, or optical examination or treatment of the employee or a member of the immediate family.
- E. When, through exposure to a contagious disease, either the health of the employee would be jeopardized or the employee's presence on the job would jeopardize the health of others.

Notification

When an employee is unable to report to work, the employee must notify the employee's immediate supervisor or other designated person not later than one hour following the time the employee is scheduled to report for work or other time as specified by contract or department policies.

New employees should be advised during departmental orientation of specific departmental notification policies.

Abuse/Failure to Comply with Rules

Employees failing to comply with sick leave rules and regulations shall not be paid.

In instances of excessive use of sick leave and/or pattern abuse, management may require a physician's statement to justify the use of the sick leave. In this case, the employee will receive notification of this requirement prior to the Sick Leave usage. This requirement will remain in effect until the employee is otherwise notified.

Failure to notify the supervisor of absence within the specified time period shall result in employee being placed on unauthorized leave, but extenuating circumstances will be considered.

Applications for sick leave with intent to defraud, falsification of a leave request and/or falsification of a doctor's certification shall be grounds for disciplinary action up to and including removal.

All uses of sick leave must be recommended by the supervisor and approved by the department head.

An employee who becomes ill while on duty must notify the supervisor or the supervisor's designee before leaving the job.

If an employee uses sick leave for a period exceeding the employee's accumulated sick leave, the employee will be placed on leave of absence without pay and may be subject to disciplinary action.

Employees Reinstated, Re-employed, or Transferred From Another Agency

An employee who transfers from employment or has prior service with any political subdivision of the State of Ohio or who is reinstated or re-employed shall be credited with the unused balance of eligible accumulated sick leave upon verification from the agency.

Franklin County Board of County Commissioners Employee Handbook

The previously accumulated sick leave of an employee who has been separated from state service shall be credited to the employee upon employment, provided that employment takes place within ten (10) years of the date on which the employee was last separated from public service.

The employee is responsible for obtaining verification of sick leave accrual with another agency or political subdivision. Verification should be submitted to the Human Resources Department for processing and credit.

Medical Certification

Under Franklin County policy and contractual provisions, medical certification may be required when it is necessary to justify the use of sick leave or to ensure the employee's capacity to perform the duties of his/her job.

The doctor's certificate should include:

- a. statement specifying nature of employee's inability to work in sufficient detail to establish the legitimacy of the absence or to ensure that the employee is fit to perform his job,
- b. date(s) physician examined employee,
- c. date(s) employee is unable to work and date employee is released and may return to work; this must be in accordance with return to work policy,
- d. any limitations,
- e. length of time restrictions are in effect,
- f. signature of the physician (not a nurse).

Employees may undergo physical examination at the County's expense if the County wishes to obtain a second opinion.

Occasions for Medical Certification

If an employee is absent for three (3) or more consecutive calendar days (or other time designated by contract) a physician's statement specifying the employee's inability to report to work and probable date of recovery may be required.

An employee returning from an extended sick leave or unpaid leave of absence due to medical reasons must provide a doctor's release establishing the employee's medical capability to return to work. The employee may not work until the physician's release is submitted.

SICK LEAVE CONVERSION/WELLNESS INCENTIVE PROGRAM

Franklin County Board of County Commissioners Employee Handbook

Employees may convert accrued unused sick leave according to the Wellness Incentive Program outlined as follows. The Wellness Incentive Program period runs from December 1 through November 30. The first period of this program began December 1, 1994. All full-time employees are eligible for the program beginning with the next twelve (12) month wellness period following their date of hire. Based upon the following schedule, eligible employees may convert a determined amount of accrued unused sick leave to either a cash pay out, or to an equal number of personal leave hours.

If a full-time employees uses 8 hours or less of sick leave during a wellness period, the employee may convert up to 40 hours of sick leave to either a cash pay out, or to personal leave hours.

If a full-time employee uses between 8.25 and 16 hours of sick leave during a wellness period, the employee may convert up to 32 hours of sick leave to either a cash pay out, or to personal leave hours.

If a full-time employee uses between 16.25 and 24 hours of sick leave during a wellness period, the employee may convert up to 24 hours of sick leave to either a cash pay out, or to personal leave hours.

If a full-time employee uses between 24.25 and 32 hours of sick leave during a wellness period, the employee may convert up to 16 hours of sick leave to either a cash pay out, or to personal leave hours.

If a full-time employee uses between 32.25 and 40 hours of sick leave during a wellness period, the employee may convert up to 8 hours of sick leave to either a cash pay out, or to personal leave hours.

Once an employee elects to convert a specified number of sick leave hours to either cash or personal leave days; the same amount of hours will be eliminated from the employee's sick leave credit.

If an employee elects to convert the hours to personal leave days, the employee must utilize the personal days within the wellness period that immediately follows the period in which the personal days were earned.

Funeral leave as authorized previously in this handbook will not count toward sick hours used for purposes relating to the Wellness Incentive Program.

Sick hours used while on an approved family or medical leave of absence under the FMLA will not be counted against the employee for purposes of the wellness incentive program.

Sick hours used as a result of a certified worker's compensation claim will not be counted against the employee for purposes of the wellness incentive program.

SICK LEAVE CONVERSION UPON SEPARATION

For purposes of this policy, the term "separation" shall mean any voluntary or involuntary termination from service, including resignation, retirement, removal from service, and lay off from service, but does not include death of an employee.

Upon separation from active County service after eight (8) or more years with the County, State of Ohio, any political subdivisions, or any combination thereof, an employee may elect to be paid in cash for one-



Franklin County Board of County Commissioners Employee Handbook

fourth ($\frac{1}{4}$) of the accrued but unused sick leave credit up to a maximum of 360 days, subject to the limitations below. This payment will be based upon the employee's rate of pay at the time of the applicable separation.

Upon separation from active County service after eighteen (18) or more years with the County, State of Ohio, any political subdivisions, or any combination thereof, an employee may elect to be paid in cash for one-half ($\frac{1}{2}$) of the accrued but unused sick leave credit up to a maximum of 360 days, subject to the limitations below. This payment will be based upon the employee's rate of pay at the time of the applicable separation.

An employee about to separate or who has separated from county service shall designate in writing the percentage or portion of his/her sick leave balance to be converted to cash. If an employee designates a percentage or portion less than the total of the accumulated sick leave credit, the percentage or portion of the accumulated sick leave credit not converted may be reinstated to the employee's sick leave credit upon the employee's reinstatement or reemployment to County service. If an employee fails to designate the portion or percentage of the accumulated sick leave to be converted to the cash benefit, the entire amount of sick leave credit accumulation shall be converted to cash benefit. An employee who has previously accumulated sick leave credit shall upon reemployment in the public service have restored all unused sick leave credit which was not converted to a cash benefit under the above policy of the Board of Commissioners, provided the employee is reemployed within ten (10) years.

Such payment for all or a portion of an employee's sick leave accumulation will be made only once to an employee. That is, an employee who returns to County service after separation may have restored an unconverted sick leave balance and may accrue and use sick leave as before, but may not convert the unused sick leave to cash at the time of a second separation.

In all cases of post-separation sick leave conversion to cash, an employee must remain separated from County service for a minimum of sixty (60) days before total or partial payment can be made. Total conversion payment for sick leave conversion to cash eliminates all accrued sick leave credit earned by the employee up to the time of conversion. Remaining balances from partial conversion may be transferred to another public entity, if permitted by their entity, or restored upon County reemployment.

SOLICITATION AND DISTRIBUTION OF MATERIALS

Employees are not permitted to solicit another employee in working areas during working hours.

The distribution of any kind of leaflets, literature or other material in working areas is prohibited as distribution creates litter and interferes with work performance.

It is expected that all employees will give their full efforts to their job during scheduled work time. It is neither fair nor right to interfere with a co-worker who is working. Therefore, anyone who engages in any kind of solicitation that interferes with his/her own work or another employee's work will be subject to disciplinary action.

When an employee is off duty, he/she should not interfere with or disturb other employees while they are on working time. Working time does not include break or meal periods.



Franklin County Board of County Commissioners Employee Handbook

TIME RECORDS

Each employee is responsible for recording his/her hours actually worked. Various departments utilize various record keeping methods. Employees should understand and follow the timekeeping rules of their department. Supervisors will verify the correctness of the time record and forward it to the Payroll Unit.

Employees should never record anyone else's time, and never permit anyone else to record theirs. Violations of this rule may result in disciplinary action up to and including removal.

Forgotten punches, forgetting to sign in or out, or irregularities on the time record must immediately be reported to the employee's Supervisor. Abuse of or noncompliance with time keeping procedures is subject to disciplinary action up to and including removal.

TRAINING

The Board of Commissioners believes training is an important benefit to offer employees. Training is necessary to remain efficient and effective in all areas of employment. As laws, technology and social issues change, serving the Franklin County public requires an understanding of many laws and life issues and requires customer-service skills that must be learned and polished.

All Commissioners' employees are required to attend mandated training provided by the Human Resources Department as directed by the Board of Commissioners.

The Training Section of Human Resources is located on the 25th Floor of the County Courthouse, 373 S. High Street

TRAVEL

Authorization to Travel

Requests for travel should be submitted on the form "Request for Authorization to Travel on County Business" and approved by the employee's management at least four (4) weeks prior to the date of travel. Every effort should be made to take advantage of early registration and advance purchase discounts. Conference information must accompany the travel authorization form.

All travel, and expenses anticipated to be incurred by Franklin County Officials or employees, shall be routinely approved by the Board of County Commissioners or an officer authorized by law. All travel shall be encumbered in accordance with the County's purchase order and/or direct voucher policy. Commissioners' authorization is evidenced by approval of these documents.

Emergency travel may be temporarily authorized by a Commissioner or the highest level administrative person available at the time the travel is deemed necessary, taking into consideration the emergency need and time available for approval. Subsequent reimbursement for these expenses must be approved by the Board of Commissioners or an officer authorized by law.

Franklin County Board of County Commissioners Employee Handbook

Expense Reimbursement – General

No employee or official of Franklin County shall solicit or receive travel expenses, or accept payment of registration fees and/or lodging from a party that is interested in matters before, regulated by, or doing or seeking to do business with the particular department or agency involved.

Requests for reimbursement of travel expenses shall be documented on the "Itemized Travel Expense Report", accompanied by appropriate receipts for the travel expenses claimed. Each County agency, court, board and/or commission shall be responsible for the submission of a voucher for reimbursement of the travel expenses of their employees. A copy of the approved "Request for Authorization to Travel on County Business" form and the "Itemized Travel Expenses Report" shall accompany the voucher.

Reimbursable Expenses – General

Reimbursement is authorized for conference registration fees. Registration fees may be paid directly by the County. Reimbursement is authorized for reasonable meal expenses incurred in conjunction with the conference, if the meal is an integral part of the conference and not provided as part of the conference fee. Receipts must be provided for the reimbursement of any expense hereunder. All other meal expenses are subject to the reimbursement provisions for out-of County travel.

County Owned Vehicles – Employees who are authorized or required to operate a County owned vehicle must have a valid Ohio Driver's License. For travel in a County owned vehicle, the total cost of gasoline and oil shall be reimbursed upon the submittal of receipts and verification of the reasonableness of the costs incurred. Whenever possible, vehicles should be fueled at the Fleet Garage pumps on Alum Creek or the Sheriff's substation at Cooper's Stadium. Requests for reimbursement of gasoline shall be accompanied by odometer readings supporting the miles driven.

Travel by privately owned vehicles is permissible if the owner is insured under a policy of liability insurance and the driver has a valid "Ohio Driver's" License. Reimbursement shall be in accordance with IRS regulations as follows:

When it is necessary for an employee to travel from his/her normal work location to any other location within the County for purposes of conducting assigned or required duties, the mileage reimbursement rate shall apply for the actual miles driven. Employees must maintain a record of their daily travel documenting the from/to locations and the distance between, for which reimbursement is being sought.

When assigned or required duties make it necessary for an employee to travel from his/her home to any other location within the County which is not his/her normal work location, or

When assigned or required duties make it necessary for an employee to travel from his/her normal work location to any other location within the County prior to proceeding home, then

Franklin County Board of County Commissioners Employee Handbook

Employees will be reimbursed only for the mileage in excess of that which would have been incurred by the employee's normal commute. Under no circumstances will an employee be reimbursed for mileage attributable to the employee's normal commute, regardless of the day's business travel requirements.

Mileage is reimbursable at the applicable county rate. Reimbursement shall be made to only one of two or more employees traveling in the same privately owned automobile. The names of all persons traveling in the same privately owned automobile shall be listed on the "Request for Authorization to Travel on County Business" form.

Travel during on-duty hours must be by the most direct route unless an alternate route would be less time consuming and/or more effective. During on-duty hours, employees shall not deviate from the route of travel or stop along the route of travel to conduct personal business or engage in any activity that is not within their assigned or required duties.

Reimbursement is authorized for parking charges, highway tolls and other reasonable travel expenses directly related to authorized travel.

An employee may request reimbursement for telephone expenses when made from a pay phone or other means paid directly by the employee. Copies of personal phone bills supporting the expense must be provided.

Reimbursable Expenses – Out of County Travel

Out of County travel by common carrier is authorized at the lowest available (coach) rate, taking advantage of early reservation discounts wherever possible. County funds shall not be expended to pay for unused reservations on common carriers unless warranted by unusual circumstances.

Reimbursement is authorized for meals during out of county travel as follows:

Breakfast: Six dollars (\$6.00) for each part of a day that the County employee is on authorized travel status prior to 6:00 a.m. and remains on authorized travel status until after 9:00 a.m.

Lunch: Nine dollars (\$9.00) for each part of a day that the County Employee is on authorized travel status prior to 11:00 a.m. and remains on authorized travel status until after 8:00 p.m.

Dinner: Twenty dollars (\$20.00) for each part of a day that the County employee is on authorized travel status prior to 5:00 p.m. and remains on authorized travel status until after 8:00 p.m.

Premium Priced Cities: For premium priced cities (Atlanta, Baltimore, Boston, Chicago, Dallas, Detroit, Los Angeles, New Orleans, New York, Philadelphia, San Francisco, Washington, D.C., any foreign travel, or any other city authorized by the Board of County Commissioners). The reimbursement rate for partial day travel as defined above will be eight dollars (\$8.00) for breakfast, twelve dollars (\$12.00) for lunch, and thirty dollars (\$30.00) for dinner, for a total daily rate of fifty dollars (\$50.00).

Franklin County Board of County Commissioners Employee Handbook

Receipts are not required for meal reimbursement; however, these expenses must be listed on the "Itemized Travel Expense Report" (Appendix H). Any meal that has already been paid, as part of a conference registration fee shall be deducted from the above reimbursement rates.

Reimbursement for lodging shall be at the actual cost of the lowest available single room rate. Every attempt should be made to reduce the cost of lodging, such as requesting the Government rate, membership or conference discounts, etc.

Lodging costs will not be reimbursed when incurred at a lodging facility located within 50 miles of the closer of either the employee's normal work location or official residence. Exceptions to this policy may be made in cases of severe inclement weather, or when the employee is attending back-to-back late night/early morning meetings and has obtained prior written approval on the Travel Authorization form.

Reimbursement for rental cars is permissible when the out of county lodging is not proximate to the conference location, public transportation is not available, and transportation between facilities is not provided by the conference. Reimbursement shall be at no higher than the compact rate unless the number of travelers accommodated warrants a larger vehicle. The names of all persons traveling in the same rental vehicle shall be listed on the "Request for Authorization to Travel on County Business" form.

Receipts of other approved documents are required for reimbursement of all expenses other than meal reimbursement. Miscellaneous living expenses that would have been incurred by the employee if the employee were not on travel status are not reimbursable. No reimbursement will be made for out of county entertainment expenses, alcoholic beverages, or for meals within Franklin County.

Special Considerations

Requests to travel by personal vehicle where common carrier is the most efficient means must be approved three weeks in advance. Such requests may be authorized only where the employee can demonstrate a cost savings over the lowest available fare by common carrier (including bus), or is willing to accept reimbursement of travel costs equal to those that would have been incurred by the lowest advance purchase common carrier fare. Where such travel arrangements result in additional travel time, the employee shall charge this additional time to his/her vacation or other accumulated leave balances (excluding sick leave).

In some instances, a lower common carrier fare may be obtained with weekend travel, but which will result in additional lodging, meal or other travel costs. An employee may request approval of such weekend travel arrangements where it can be demonstrated that the common carrier fare savings exceed the additional travel costs incurred. Such travel time is on the employee's own time, and may not be credited toward overtime or compensatory/administrative time calculations. Any additional business days used on travel status which would otherwise have been worked at the employee's normal work location, must be charged to the employee's accrued leave balances (excluding sick leave).

TUITION REIMBURSEMENT

Employees are encouraged to further their education in keeping with the Board of Commissioners' commitment to improve employee skills within County government. The following Tuition Reimbursement

Franklin County Board of County Commissioners Employee Handbook

Policy is designed to encourage employees to take educational course work that will enhance their job performance.

Who is eligible?

Any full-time employee of the Franklin County Commissioners who has completed one or more years of continuous active service prior to the start of the course(s) shall be eligible for tuition reimbursement in courses of instruction voluntarily undertaken. However, no employee on an unpaid leave of absence, unauthorized leave of absence, disability leave, or injury leave may apply for tuition reimbursement.

What courses can be taken?

There must be a correlation between the employee's duties and responsibilities and the courses taken or the degree program pursued. This decision will be made by the Board of Commissioners. An employee seeking approval of a degree program (as opposed to individual courses) must present certification from the educational institution of his/her acceptance to the specific degree program for which approval is sought. The employee may be required to submit additional certification to demonstrate that an individual course is approved by the educational institution as a part of the degree program previously approved.

Where may course work be taken?

Institutions must be located, or courses of instruction given, within Franklin County or adjoining counties. Courses must be taken at accredited colleges, universities, technical and business institutes or at their established extension centers. Seminars, conferences and workshops are not included.

When may course work be taken?

All courses must be taken during other than scheduled working hours. All scheduled hours for courses of instruction must be filed with the Department Director. All courses are subject to approval by the Board of Commissioners. Any situation which, at the discretion of the Department Director, would require an employee's presence on the job shall take complete and final precedence over any times scheduled for courses.

Application Procedures:

Applying to participate in the tuition reimbursement program

Tuition reimbursement applications may be obtained from the Department Director. The application is to be completed by the employee and must be approved by the Department Director and by procedures established by the County Commissioners. Courses for which application is made must be the same courses for which reimbursement ultimately is sought; the employee cannot switch classes without prior approval of the Department Director. For final approval, applications for approval of institutions and courses, along with a purchase order, must be sent to the County Commissioners office by the Department Director no more than thirty (30) calendar days or less than ten (10) calendar days prior to the start of the course(s). Employees

Franklin County Board of County Commissioners Employee Handbook

may be required to submit a course catalog and fee schedule, if requested. Acknowledgement of approved or disapproved applications will be sent to the Department's Director prior to the start of the course. Employees must notify the Department Director when canceling a class after the application has been approved.

Financial Assistance

If an employee is eligible to receive financial assistance from any governmental or private agency for the quarter, semester, or trimester applied for, whether or not applied for and regardless of when such assistance may be received, that amount shall be deducted in the entire amount from the full tuition reimbursement the employee is eligible to receive from the County. If an employee's tuition is fully covered by another governmental or private agency, then the employee is not entitled to any payment from the County.

Obtaining Reimbursement

Reimbursement for tuition will be made when the employee presents the following documents from the institution to the Department Director

- an official certificate or a grade report confirming satisfactory completion of the approved course, i.e., a grade of "C" or better'

- a fee card or statement of account;

- a receipt of payment.

This should be done within four (4) weeks of course completion. The Department Director will forward this information on a voucher to the County Commissioner's office. Reimbursement shall be for the cost of instructional fees only. No reimbursement will be granted for books, lab fees, paper, supplies of whatever nature, transportation, meals or any other expense connected with any course.

Payment Schedule for Tuition Reimbursement

Reimbursement for instructional fees will be based upon successful completion of the course. Instructional fees will be reimbursed up to \$3,000 in any calendar year. These amounts are based on courses approved in a calendar year. In other words, reimbursement is applicable to the calendar year in which courses are approved and satisfactorily completed. Successful completion shall mean obtaining a grade of "C" or better. If the course is failed or a grade of "D" or lower is received, the County will not pay any tuition reimbursement. If an employee is voluntarily or involuntarily separated from employment with the Board of Commissioners for any reason during the duration of the course(s), reimbursement for tuition will not be paid by the County. This includes course(s) recently completed but not yet reimbursed.

Any employee participating in the tuition reimbursement program who resigns or retires or is removed for cause must repay the tuition reimbursement paid by the County for courses completed less than two (2) years prior to the date of separation or removal. The employee will be invoiced for the tuition assistance reimbursement amount.



Franklin County Board of County Commissioners Employee Handbook

VACATION

Vacation leave is accrued by full-time employees based upon number of years of service with Franklin County and/or other political subdivisions of the State of Ohio within the limitations of this policy and the Ohio Revised Code.

Eligibility:

Employees appointed to a full-time position who have one (1) year of service with a subdivision of the State of Ohio may take vacation as accrued at Franklin County within the limitations specified herein. The service required in each instance does not need to be continuous.

Normally, all vacation requests must have prior approval by Agency Management.

Employees transferred between Board of Commissioners agencies will carry their existing vacation balance with them.

Employee requests for vacation leave must be turned in to the immediate supervisor on a "Request For Leave" form.

Accrual Schedule

All full-time employees shall earn annual vacation according to the number of years of service as follows:

Less than one year of service:	No Vacation
One year of service but less than 5 years:	80 hours per year (10 working days)
5 years of service but less than 10 years:	120 hours per year (15 working days)
10 years of service but less than 15 years:	160 hours per year (20 working days)
15 years of service but less than 20 years:	180 hours per year (22.5 working days)
20 years or more of service:	200 hours per year (25 working days)

Vacation is credited each biweekly pay period at the rate of 3.1 hours per pay period for those employees entitled to 80 hours of vacation per year. Vacation is not considered earned and available until appearing on the employee's paycheck.

When an employee accumulates completed service credit to the next level of vacation accumulation, the vacation balance for that level will be increased appropriately, plus the employee will start accumulating vacation each pay period at the appropriate rate. Bargaining unit employees are governed under provisions of their collective bargaining agreement.

Leave

Vacation continues to accrue during periods of paid leave.



Franklin County Board of County Commissioners Employee Handbook

An employee does not receive vacation credit while on unpaid leave, but the time on authorized leave is counted in determining length of service, provided the employee is properly returned to service.

Employees who are on unpaid leave for less than an eighty (80) hour bi-weekly pay period will receive accrual of vacation credit prorated based upon hours in active pay status.

Maximum Accumulation

Under no circumstances may an employee accumulate or be paid for vacation leave in excess of the total accrual for three (3) years plus vacation accrued in the current year.

No vacation leave shall be carried over for more than three (3) years. An employee is entitled to compensation at the employee's current rate of pay for the prorated portion of any earned but unused vacation leave for the current year to the employee's credit at the time of separation, and in addition shall be compensated for any unused vacation leave accrued to the employee's credit for the three (3) years immediately preceding the last anniversary date of employment. The maximum carryover on an employee's anniversary date of employment is three (3) years of vacation accrual. Employees can continue to accrue vacation for the current year without forfeiting vacation. The maximum amount of vacation accrual is three (3) years plus the current year's accrual.

Payment

Upon separation from employment with the Board of County Commissioners, an employee shall be paid for an accrued but unused vacation not in excess of the maximum accrual allowed.

No payment shall be made to any employee having less than one (1) year of service at the time of separation.

Approval

Supervisors should try and attempt to schedule a vacation period according to an employee's request.

Approval of vacation requests should be granted when the employee's absence will not disrupt normal and efficient operations of the department.

When an employee transfers to another unit or division, a new vacation request must be submitted to the new supervisor.

It is the supervisor's responsibility to assure vacations are scheduled and approved in a timely manner so as to avoid scheduling conflicts.

VEHICLE USE

County vehicles are necessary for the efficient delivery of public services. They are provided by the County for official business only and are not for personal use.

County vehicles may be authorized to be driven from home to work for the benefit of the County, not the driver. Such authorization may be given when the driver-employee is subject to call on an emergency



Franklin County Board of County Commissioners Employee Handbook

basis or more efficiently performs his/her job by driving directly to variable work sites rather than a central office. Other circumstances may create a valid reason for take-home use of a County vehicle. All such authorization must be made in writing by the Department Head and filed with the County Commissioners.

When County vehicles (with the exception of law enforcement and utility repair vehicles as defined in Internal Revenue Service Regulations) are authorized to be driven home, the driver-employee must report as taxable compensation the value of that benefit. The suggested method is to report as income to IRS \$3.00 per day of driving a county vehicle to and from work, although such driver-employees may want to check to see whether they are covered and which method is preferred.

The County is self-insured for automobile liability. A County employee driving a County vehicle on County business is covered under this self-insurance program. Whether a driver-employee is on County business (acting within the scope of his/her employment) is a factual issue to be determined on a case-by-case basis. It is conceivable that a court would decide that some use (such as going to lunch) is not County business. A driver-employee who is assigned a County vehicle on a regular basis should purchase an insurance coverage rider to their personal auto insurance policy to cover possible liability from an accident in the County vehicle when they are not on the job.

Some County employees use their personal cars on County business when a County vehicle is unavailable or not provided (employees should use County vehicles for County business whenever possible). Such use is reimbursed at the rate established by the Board of Commissioners and based upon proper documentation. Employees must have their own liability insurance as required by law. When employees are on County business and are the cause of an accident, the County may be liable.

All accidents involving County vehicles or County employees on County business must be reported immediately. The best approach is to avoid accidents. All County employees should drive defensively. Improper driving constitutes unsatisfactory job performance and will result in disciplinary action.

INCLEMENT WEATHER

Except in the most extreme circumstances, all Franklin County Commissioner agencies/departments will remain open at all times.

The Board of Franklin County Commissioners recognizes that on certain days it may be difficult for employees to travel to/from work due to excessive snow, ice, or inclement weather.

In such conditions, employees who are able to report to work or leave early shall be paid their regular wages *for actual time worked*. Departments who are not required to maintain 24-hour emergency services shall allow employees who have difficulty working scheduled hours due to the weather emergency, the option of using vacation leave, personal leave, compensatory time, or leave without pay for hours not worked.

Agencies/departments may also allow employees to alter work schedules to make up time. *All alterations of work schedules, make-up time, and leave without pay shall be at the discretion of the agency/department head based upon the operational needs of the agency/department.*

For guidance on the policy, missed time in excess of four (4) hours, should NORMALLY be taken as vacation or earned compensatory time. Time less than four (4) hours could be made up by altering work

Franklin County Board of County Commissioners Employee Handbook

schedules. Department heads shall determine the schedule with the employee considering the interest of both the County and employee. All time must be productive.

During weather emergencies, employees of those agencies/departments required to maintain essential or twenty-four (24) hour emergency services are required to report to work. The agency/department head or designee may continue to use available personnel beyond regularly scheduled hours if needed.

The County Administrator may declare an *Extreme Weather Closure* status for all agencies/departments of the County Commissioners. In the event an *Extreme Weather Closure* is declared, all Commissioners' agencies/departments shall cease operations and close for business. Closing of Commissioners' agencies/departments will be determined based upon the most extreme weather conditions existing in FRANKLIN COUNTY only.

If an *Extreme Weather Closure* is implemented and employees are either sent home or told to stay at home, affected employees will be compensated based upon their normal scheduled hours of work (without overtime). Essential employees, as designated by the agency/department head, will be required to report to work and shall receive compensatory time equal to that provided to non-essential personnel in addition to hours worked.

WORKPLACE VIOLENCE

The Board of Commissioners is committed to providing their employees a work environment that is safe, secure, free of harassment, threats, intimidation and violence. Employees who have questions may contact the Human Resources Department at 614-462-6224 concerning this policy.

Threats or Acts of Violence Defined

"Threats or acts of violence" include, but are not limited to, conduct against person or property that is sufficiently severe, offensive, or intimidating to alter the conditions of County employment, or to create a hostile, abusive, or intimidating work environment for County employees.

Definitions of Workplace Violence

Prohibited workplace violence includes, but is not limited to, the following:

All threats or acts of violence occurring on County property, regardless of the relationship between the County and the individual involved in the incident;

All threats or acts of violence not occurring on County property, but involving someone who is acting in the capacity of a representative of the County Commissioners' agencies;

All threats or acts of violence not occurring on County property, but involving an employee of a County Commissioners' agency if the threats or acts of violence affect the legitimate interests of the County;

Any threats or acts of violence resulting in any misdemeanor or felony conviction of an employee or agent of the County Commissioners agencies or of an individual performing services on the department's behalf on a contract or temporary basis, under any criminal

Franklin County Board of County Commissioners Employee Handbook

code provision relating to threats or acts of violence that adversely affect the legitimate interests of the County.

Examples of Prohibited Conduct

Specific examples of conduct that may be considered “threats or acts of violence” prohibited under this policy include, but are not limited to, the following:

Hitting or shoving an individual;

Threatening to harm an individual or his/her family, friends, associates, or their property;

The intentional destruction or threat of destruction of property owned, operated, or controlled by the County;

Making harassing or threatening telephone calls, or sending harassing or threatening letters or other forms of written electronic communications.

Intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule that would affect the business interests of the County;

The willful, malicious and repeated following of another person, also known as “stalking”, and making of credible threat with intent to place the other person in reasonable fear for his/her safety;

Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where such suggestion or intimation occurs;

Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on county property.

While some employees of Franklin County may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, it is departmental policy that employees are to use them only in accordance with departmental operating procedures and all applicable state and federal laws.

Application of Prohibition

The department's prohibition against threats and acts of violence applies to all persons involved in departmental operations, including, but not limited to, County Commissioners' agency employees, contract and temporary workers, and anyone else on county property. Violations of this policy by any individual will be subject to legal action, as appropriate. Violation of this policy by a County Commissioners' agency employee may lead to disciplinary action up to and including termination, in accordance with applicable law, rule or the collective bargaining agreement.

Warning Signs, Symptoms and Risk Factors

The following are examples of warning signs, symptoms, and risk factors, which may indicate an employee's potential for workplace violence:

Dropping hints about knowledge of firearms;

Franklin County Board of County Commissioners Employee Handbook

Making intimidating statements like: "You know what happened at the Post Office," "I'll get even" or "You haven't heard the last from me;

Possessing reading material with themes of violence, revenge and harassment;

Keeping records of other employees the individual believes to have violated departmental policy;

Physical signs of hard breathing, reddening of complexion, menacing stare, loudness, fast profane speech;

Acting out either verbally or physically;

Disgruntled employee or ex-employee who is excessively bitter;

Being a loner;

Having a romantic obsession with a co-worker whom does not share that interest;

History of interpersonal conflict;

Intense anger, lack of empathy;

Domestic problems, unstable/dysfunctional family;

Brooding, depressed, strange behavior, "time bomb ready to go off."

Supervisors should be alerted to and aware of these indicators. If an employee exhibits such behavior the employee should be monitored and such behavior should be documented.

Crisis Management Responsibilities

In all situations, if violence appears to be imminent, employees should take the precaution necessary to assure their own safety and the safety of others.

The following are the critical telephone numbers, which may be needed to carry out the procedures outlined in this section:

Emergency Services – Police, Fire, Rescue	9-911
Franklin County Sheriffs Department	462-3333
Building Security	462-6000
Child Support Enforcement Director	462-6030
County Board of Commissioners Office	462-3322
Department of Animal Control Director	462-6699
Development Department Director	462-6699
Fleet Management Director	462-2466
Human Resources Director	462-5539

Franklin County Board of County Commissioners Employee Handbook

Department of Job & Family Services Director	462-4287
Office on Aging Director	462-5230
Purchasing Department Administrator	462-3143
Sanitary Engineers Director	462-3940

The following procedures shall apply in the event of a crisis situation.

The primary contact person shall be the director of the affected agency or other available management personnel. He/she has authority to assume or delegate the duties required of this policy.

If the crisis situation involves an injury that requires immediate medical attention, the employee discovering the crisis should alert the appropriate medical professional by calling 9-911, contact building security and then notify a supervisor. The supervisor should contact the director. The Director should notify the Human Resource Department.

In the event of all other crisis situations, County employees should notify their supervisor of the situation. The supervisor should contact building security and notify the Director. The Director should notify the Human Resource Department.

If no supervisor is available, the employee should contact the appropriate building security authority and notify the Director. The Director should notify the Human Resource Department.

Immediate action will be taken by the Director to ensure the safety of those involved in the crisis situation or affected by the crisis.

The Director will notify the Director of the Human Resources Department of the facts of the crisis situation as soon as possible. The Director will assume or assign the responsibilities of :

Liaison with the law enforcement, fire, medical, and other community resources offering assistance, as necessary.

Spokesperson to monitor incoming calls, and document in detail everything done in response to the crisis situation.

All communication with the immediate relative(s) and other employees shall be handled by the Human Resources Department.

All communications with the media shall be directed to and handled by either the agency or the County Commissioners' Department of Communications.

In the event of threats of violence to person(s) or property by means of firearms, fire, explosions, bombs, etc., the agency director shall be notified; the agency director shall contact building security and the Franklin County Sheriff's Department. If law enforcement authorities determine that an evacuation is necessary, personnel of the affected area will be evacuated from the threatened area and employees will be directed to the appropriate site.

If a building evacuation is necessary, it will be conducted in a safe and orderly manner. The agency director will insure that staff from each evacuated facility accounts for its personnel and that all persons are evacuated from the building. Until otherwise directed, employees must report



Franklin County Board of County Commissioners Employee Handbook

to and remain at the evacuation site so that they may be accounted for. Responding emergency service personnel will be notified of persons not accounted for to aid in determining whether the evacuation is complete.

Re-entry into the building will be restricted to emergency service and/or authorized personnel until law enforcement authorities determine the crisis is resolved and a safe re-entry can be made.

In the event a person causing a crisis situation leaves the building, responsibility for preventing that person from re-entry shall be left to law enforcement authorities.

Reporting Threats or Acts of Violence

Each employee of the Franklin County Commissioners' Agencies is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. In cases where the reporting individual is not a County employee, the report should be made to county security personnel, Public Facilities Management, or the Human Resources Department, who will notify the applicable agency director and Franklin County Sheriff's Department.

In cases where the reporting individual is a Franklin County employee, the report should be made to the reporting individual's immediate agency supervisor or a management-level staff employee if the immediate supervisor is not available. The agency supervisor/management shall contact the Franklin County Sheriff's Department and Human Resources Department, as appropriate.

Training

The Franklin County Human Resources Department training section will provide opportunities for employees to be trained in the risk factors associated with workplace violence, and proper handling of emergency situations in order to minimize the risks of violent incidents occurring in the workplace.

Referral to Employee Assistance Program

When a supervisor suspects that an employee has work-related and/or personal problems, the supervisor should recommend that the employee contact the Employee Assistance Program (EAP) for counseling and support (614-251-8242 or 1-800-227-3256).

The Human Resources Director should be consulted immediately in the event of a critical incident to arrange with EAP to assist in defusing the situation. EAP should also be consulted (within 24 hours of the incident), for purposes of conducting a critical incident stress debriefing, should a critical incident occur. Examples of critical incidents include, but are not limited to:

- Hostage or riot situations
- Serious injury or death of a coworker
- Incidents involving use of force
- Employee suicide or death
- Catastrophic accidents



Franklin County Board of County Commissioners Employee Handbook

Agency negative publicity

A FINAL WORD

This Employee Handbook does not attempt to cover all County policies or practices in detail; rather, it attempts to give you an overall understanding of operating policies in Franklin County. The benefits, policies and practices discussed in this booklet are therefore, subject to change. Nothing in this Personnel Policies and Procedure Handbook should be construed as a contract of employment or establishing rights greater than those approved by the Board of Commissioners or that may be provided by local, state, or federal law. For specific details regarding any particular personnel practices or procedures, see your supervisor or the Human Resources Department staff.



**Franklin County Board of County Commissioners
Employee Handbook**

ATTACHMENTS:

Internet, Email, and On-Line Services Policy

Ohio Ethics Law and Related Statutes

NOTE: Each agency may have additional forms specific to that agency.